

	Cnoc Soilleir Centre Co-ordinator
Outline	<p>Cnoc Soilleir Ltd are looking for someone to join their small team to help deliver this exciting new project in South Uist.</p> <p>As we transition from construction to operations, we are looking for someone dynamic and outgoing to provide a public face for our new facilities with lead responsibility for successful operation of the building and liaison with our partners and the community.</p> <p>The building works for our new centre, Cnoc Soilleir, are now complete with a phased opening and events over the summer of 2022 and full occupation for the college start of year in August 2022.</p>
Who we are	<p>Cnoc Soilleir Ltd (CS Ltd) is a joint venture partnership between Ceòlas Uibhist (CU) and UHI Outer Hebrides (UHI OH) and has been set up to build and manage Cnoc Soilleir the building, which will form a new home for our owners and partners, in the heart of South Uist.</p> <p style="text-align: center;">Our Vision includes:</p> <ul style="list-style-type: none"> • A welcoming and open building at the heart of the community • Embedding the promotion, celebration and engagement in the Gaelic language and cultural heritage • An engaged community and the positive contribution of Cnoc Soilleir to the local community and economy • Delivery of the College in the Community ethos – widening access to learning • To put in place the building blocks to grow each organisation’s activities individually and collaboratively
Objective and Purpose of role	To provide a public face for the building with lead responsibility for successful operation of the building and liaison with our partners and the community.
Reporting	Initial line management responsibility for the first 6 months will sit with the current CS Project Manager. Thereafter The Centre Coordinator will report directly to the Board of CS Ltd.
Location	Cnoc Soilleir, Daliburgh, South Uist HS8 5SS
Salary	£26-£28,000
Position type	Full time 35 hours per week
Start date	To be confirmed
Application Process	Please submit a CV and a short covering letter (no more than one side of A4), outlining your suitability for this role, to catherine@cnocsoilleir.org by 12th June 2022

Cnoc Soilleir Centre Co-ordinator	
Role	<p>The post holder will</p> <ul style="list-style-type: none"> • Lead responsibility for the successful operation of the building • Responsibility for the provision of the reception and room booking service for the building • Responsibility for the maintenance of the agreed shared equipment, facilities and services • Responsibility for health and safety, inspections and security protocols which require to be in place for the building • Active liaison and engagement with UHI OH and Ceòlas staff based in Cnoc Soilleir • Third party entry, management and use of the building not led by UHI OH or Ceòlas • Build the engagement and use of the building by the local community • Work with UHI OH and Ceòlas marketing to promote the building and its use • Operational management of the janitor and cleaner posts · • Submit monthly financial and operations report to the Board of CS Ltd
Person Specification	<ul style="list-style-type: none"> • Excellent verbal and written communication skills (E) • Fluent Gaelic Speaker (E) • Ability to take the initiative and manage other people (E) • Experience of reception or another public facing role (D) • Experience of shared service provision (D) • Good IT and report writing skills (E) • Ability to use discretion, diplomacy and maintain strict confidentiality (E)
Education and experience	<ul style="list-style-type: none"> • Graduate level educated or similar. (E) • Full driving licence and access to a vehicle (D)