

	Cnoc Soilleir General Manager Manaidsear Cnoc Soilleir
Outline	<p>Cnoc Soilleir Ltd is looking for someone dynamic and outgoing to lead our operations team in South Uist.</p> <p>Following our successful opening in the summer of 2022, we are now focusing on developing our operations and activities. As well as overseeing successful management of our building and facilities you will be an active public face for us, with a key role in our developing our collaborative work with our partners, stakeholders and our wider community.</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 has formed 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	<ul style="list-style-type: none"> • To provide leadership and overall management for Cnoc Soilleir • To work collaboratively with our joint venture partners, the local community and other stakeholders to realise our ambitions and visions • To ensure Cnoc Soilleir business and operational plans are developed and delivered efficiently and effectively
Reporting	The General Manager – will report directly to the Board of Cnoc Soilleir Ltd.
Location	Cnoc Soilleir, Daliburgh, South Uist HS8 5SS
Salary	£33 pa, - £36K depending on experience.
Position type	Full time 35 hours per week
Start date	March 2023
	<p style="text-align: center;">Cnoc Soilleir is an equal opportunities employer with a commitment to diversity equality, inclusivity, and fair work practices.</p> <p style="text-align: center;">Our values are</p> <p style="text-align: center;">Trust and Partnership Working Open and Welcoming Ambitious and Innovative Transparency and Strong Governance</p>

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<p>Role and accountabilities</p>	<p>Overall</p> <ul style="list-style-type: none"> • Lead and overall manager for Cnoc Soilleir team. • Active collaboration with our joint venture partners, the local community and other stakeholders to realise our ambitions and visions. • Development and effective and efficient delivery of Cnoc Soilleir business and operational plans. <p>Management of the Building Facilities and Staff</p> <ul style="list-style-type: none"> • Active liaison and engagement with UHI OH and Ceòlas teams based in Cnoc Soilleir. • Shared responsibility for reception, meet and greet, and lead on development of room booking service that is transparent and effective for all. • Lead on developing a clear marketing and communications strategy for Cnoc Soilleir Ltd, oversee implementation and monitoring against agreed targets and goals. • Develop Third party entry, management and use of the building outside UHI OH and Ceòlas activities. • Overall responsibility for ensuring that appropriate policies and procedures, including H&S and required risk assessments are in place for smooth and safe running of the building. • Responsibility for budget and financial management for operations including regular reporting. • Provide line management for the Cnoc Soilleir Admin and Communications Officer. <p>Collaboration with Joint Venture partners and others</p> <ul style="list-style-type: none"> • Collaborate with UHI Outer Hebrides and Ceolas Senior Reporting Officers (SROs) and colleagues to support partner activity towards targets. • In collaboration with UHI Outer Hebrides and Ceolas SROs, produce draft business and operational plans for the coming years for consideration by Cnoc Soilleir Board of Directors. • Build effective and collaborative marketing. • Enhance the reputational standing of Cnoc Soilleir within and out with the communities it serves. • Explore and broaden stakeholder and partner engagement in support of promotion of Cnoc Soilleir as a community asset. • Lead on stakeholder engagement regarding operations including managing funding, and any resultant claims and reports arising. <p>Board Support and Business Management</p> <ul style="list-style-type: none"> • Work with Board of Cnoc Soilleir Ltd to ensure all legal and financial obligations for the Ltd Company, and OSCR are adequately discharged, including employment/HR, health and safety etc. • Plan, schedule and support Cnoc Soilleir Board of Directors meetings, including the preparation of agendas and submission of reports. • Ensure progress against the business and operating plans are presented regularly to Cnoc Soilleir Board of Directors, including performance, risk and financial reporting • Produce and maintain a Cnoc Soilleir risk register. • Work with accountants including preparation of end of year accounts, payroll management, and other financial issues regarding operations.

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Person Specification	<p>Essential</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills in Gaelic and English(E) • Ability to take the initiative and manage other people (E) • Good IT and report writing skills (E) • Ability to use discretion, diplomacy and maintain strict confidentiality (E) <p>Desirable</p> <ul style="list-style-type: none"> • Experience of public facing role (D) • Experience of shared service provision (D) • Experience of working with communications (D) • Experience of financial management, including use of accounting tools and software (D)
Education and experience	<ul style="list-style-type: none"> • Graduate level educated or similar. (E) • Full driving licence and access to a vehicle (D)

