

Cnoc Soilleir Administrator	
Outline	<p>Cnoc Soilleir Ltd is looking for someone to provide administration and reception duties at Cnoc Soilleir in Daliburgh.</p> <p>Following our successful opening in the summer of 2022, we are now focusing on developing our operations and activities. You will be an active public face for us providing a key role in delivering our vision of being a welcoming and open building at the heart of the 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"> • Provide reception meet and greet and a public face of Cnoc Soilleir • Manage room bookings system including liaison with Ceòlas and UHI Outer Hebrides.
Reporting	Administrator will report to the Cnoc Soilleir Comms and Admin officer
Location	Cnoc Soilleir, Daliburgh, South Uist HS8 5SS
Salary	From £21.5K p.a depending on experience
Position type	Full time - 35 hours per week – Typically 9am to 5pm
Start date	To be agreed
	<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>
	We operate Fair Work and Family Friendly policies

We are grateful to our stakeholders for their financial support that makes this post possible.

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Role and accountabilities	<ul style="list-style-type: none"> • Provide reception meet and greet and a public face of Cnoc Soilleir • Fluent Gaelic speaker • Active engagement with staff and students across all three organisations to enable a happy safe and thriving shared environment. • To manage room bookings across partners and for 3rd parties – including organisation of furniture, facilities and set up where required. • To liaise with Ceòlas and UHI teams to make sure that facilities/spaces required by them are available as required, and that all three organisations are kept up to date with each other's plans and events. • Organise and manage refreshments as required and make sure shared kitchen area is kept tidy and clean. • Manage the budget for 3rd party bookings and events and general inhouse refreshments– keep financial records or expenses, and relay info on invoicing and agreed costs to the overall operational budget holder.
Person Specification	<p>Essential</p> <ul style="list-style-type: none"> • Excellent verbal communication skills in Gaelic and English(E) • Good written communication skills in English (E) • Ability to take the initiative (E) • Good IT skills with Microsoft 365 apps (E) • Ability to use discretion, diplomacy and maintain strict confidentiality (E) <p>Desirable</p> <ul style="list-style-type: none"> • Good written communication skills in Gaelic (D) • Experience of public facing role (D) • Experience of shared service provision (D) • Experience of working with communications (D)
Education and experience	<ul style="list-style-type: none"> • National 5 or equivalent (E)
	<p>Applications in writing to be submitted by: 8am on Thursday 18th May 2023</p> <p>To be submitted to admin@cnocsoilleir.org</p> <p>Applications to include:</p> <ul style="list-style-type: none"> • A copy of your current CV • A brief covering letter explaining why you think you are an appropriate candidate, and how you would address the role as explained above, including any other skills you might bring to the role. <p>If you are interested but unsure about any aspect of this role, please feel free to get in touch to discuss with us directly admin@cnocsoilleir.org - 01851 770700</p> <p>Successful candidates will be invited to interview during the week commencing 22nd May.</p>