



## Job Description – Project Officer

JOB TITLE: Project Officer

EMPLOYER: Portree and Braes Community Trust

HOURS: 20 hours per week for 44 weeks.

BASED: Office based (Portree) or homeworking as agreed.

SALARY: £30,940 pro rata.

REPORTS TO: Development Officer

DEADLINE FOR APPLICATION: 5<sup>th</sup> May 2022.

START DATE: 30<sup>th</sup> May 2022

### About Us

Portree and Braes Community Trust (PBCT) exists to stimulate and coordinate the economic, cultural and environmental regeneration of the area, in response to community identified priorities. In recent years the trust has worked closely with public and voluntary sector organisations to deliver a range of community-led projects. Since 2016 PBCT achievements include:

- Operation of the local Helipad facility (2016)
- Development of a public toilet facility (2017)
- Creation of a public skate ramp facility (2017)
- Secured funding for a Community Development Officer (2018)
- Secured £90k from The Scottish Land Fund to purchase the site of the old tennis and squash court (2019)
- Secured grant of £300k from the Rural Tourism Infrastructure Fund to create a community owned car park in the site of the tennis and squash courts. (2019)
- Delivered “Light Up Portree” programme of community events. Over £50k raised. (2019)
- Secured £10k from the Cora Foundation to revamp a local community garden and deliver programme of community engagement. (2020)
- Secured £37,666 from Scottish Land Fund to purchase and develop a community woodland site and adjacent amenity ground (2021)
- Secured £29k through the Coastal Communities Fund to deliver a Masterplan for Camanachd Square, a key community and recreation area in Portree.

- Secured £10k from Community Land Scotland and Bord na Gaighlig for the “Speak up for Gaelic” community engagement project. (2021)

There are currently 12 trustees who oversee the delivery of the trusts aims and who take an active role in trust projects. More information about trust projects can be found at [www.portreeandbraes.org](http://www.portreeandbraes.org).

### **The Project**

The PBCT is excited to have recently received funding that will enable the trust to purchase a piece of underused amenity land centrally located in Portree, opposite the Coop Superstore and adjacent to the Home Farm housing development as approximately outlined in red below.



Ownership will provide opportunities to develop the site to secure a variety of social, environmental, and cultural benefits for the Portree and Braes area.

A community allotment facility is currently being developed on the land and further opportunities have been identified to develop a community orchard, an extended path network and a community shed.



PBCT now requires a suitably self-motivated and experienced individual to work closely with the board of trustees, development officer and experienced volunteer committees to develop and oversee the project.

Main activities will include managing volunteers, contractors, and budgets, project research and development, preparation of funding applications and reports and communicating with the community across a range of platforms including email, social media, video conferencing and at face-to-face meetings and events.

Key responsibilities and deliverables for the contract will be to:

#### *Project Management*

- Work with the development officer and PBCT solicitor to ensure that the land acquisition is concluded in line with the proposed timeline
- Work with the development officer and the established project committee to devise and implement relevant policies and procedures to ensure responsible management of the site. Examples of key policies and procedures include health and safety, volunteer management, and safeguarding
- Work with established committees to ensure that a suitable maintenance plan for the site is developed and delivered

- Oversee relevant project budgets and work with the PBCT treasurer and volunteer committee treasurer to ensure that all income and expenditure is recorded in line with trust procedures
- Oversee that practical works on site, such as fencing etc, are carried out as agreed with contractors and following identified policies and procedures

#### *Fundraising and Development*

- Consult with the community to establish support for the outline proposals for the wider site (community orchard, community shed, extended path network) and identify which proposals should be prioritised going forwards
- Work with the development officer and identified local partners to carry out further feasibility work for the identified projects, securing additional funding if needed
- Work with the Development Officer to produce a detailed 3–5-year project plan and pursue suitable, relevant funding opportunities.

#### *Community Engagement*

- Ensure that information about the project is being communicated to volunteers, community groups and stakeholders (e.g grant funders) regularly and appropriately through a variety of on and offline channels
- Deliver at least 1 community event which showcases the project and provides information about how local people can contribute to or benefit from the project going forwards
- Identify and coordinate training opportunities and information sharing for key volunteers and site users

#### *Reporting*

- Provide a short-written report to the Board of Trustees monthly
- Attend project committee meetings in person / via video link as required. Approx. every 6 weeks
- Complete an end of project written report to the project funders (Scottish Land Fund)

### **Person Specification**

#### Education & Experience:

- Some experience in managing or coordinating projects, including budget management essential
- Experience in managing horticulture / environmental projects desirable

- Experience within non-profit fundraising or community development desirable

Specific skills:

- Computer literacy to use Microsoft applications including Word, Excel, PowerPoint or similar essential
- High standard of written and spoken English and confident presentation skills essential
- Working knowledge of social media and other basic marketing platforms such as Wix website manager desirable but all training will be given

Personal characteristics:

- Ability to work effectively both independently and as part of a team
- Self-motivated, passionate about making a difference, proactive can-do attitude
- Ability to complete projects in a timely manner
- Friendly, enthusiastic, and positive attitude
- Capacity to work with a diverse range of people, groups, and organisations
- The successful candidate will be ideally based on Skye, consideration will also be given to candidates who are able to travel to Portree on a regular basis.

Applications by Thursday 5<sup>th</sup> May 2022 sent by email to [info@portreeandbraes.org](mailto:info@portreeandbraes.org) to include a detailed CV and a cover letter explaining suitability for the post. The Trust reserves the right to re-advertise the position if a suitable candidate is not found. For more information or an informal chat about the post contact Fiona Thomson, Development Officer on [info@portreeandbraes.org](mailto:info@portreeandbraes.org) or 07570652953.

Thank you for reading. We look forward to hearing from you.

With thanks to the Scottish Land Fund for funding this project.

# Scottish Land Fund

Ionmhas Ferainn na h-Alba

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