

**North West Mull Community Woodland Company Ltd**

**Storas Ulbha Project Manager – Isle of Ulva**

**Job Description & Person Specification**

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| **Reporting to:** | Chair, NWMCWC or NWMCWC Development Manager |
| **Direct reports:** | None |
| **Salary:** | £30,000 - £34,000 pa pro-rata depending on skills and experience  |
| **Terms:** | Contract period March 2020 – November 2021 |
| **Location:** | The NWMCWC office is in Dervaig and regular attendance in the office and/ or on Ulva will be a key part of the role. |

# Overview

North West Mull Community Woodland Company Ltd (NWMCWC) is a company limited by guarantee and also a registered charity. It was established in 2006 to purchase and maintain in a sustainable manner 700 Ha of Forestry Commission Woodland close to Dervaig on the Isle of Mull.

Working with the community of the Isle of Ulva it has now acquired the island, through the Community Right to Buy legislation. The acquisition project has attracted significant support both from the Scottish Government and from people around the world, who have become familiar with the story of the buyout through global press attention.

The objectives of the acquisition are to manage the island to provide sustainable benefits for the community in the short to medium term with a focus on repopulation and ensuring community ownership delivers benefits for the wider North West Mull area as well as the island itself.

There are a number of significant projects being taken forward by the community, one of which is the repurposing of the former Laird’s house, Ulva House, as a visitor centre with supporting self-catering accommodation. The project, known as Storas Ulbha, has attracted great support with partnerships developing with leading historians and academics, as well as the community and local heritage organisations. Further details of the project are attached (attach Project Brief).

This role is to project manage the delivery of the Storas Ulbha project which has a number of different components:

* Management of the capital build project to repurpose Ulva House
* Creation and marketing of a self-catering unit within Ulva House
* Creation and marketing of a visitor centre within Ulva House, including exhibition design and fit out
* Working with partners to deliver an exciting and ambitious interpretation strategy in Ulva House and across the island
* The appointment of an Education and Marketing Officer to support the Storas Ulbha project
* Supporting the Garden volunteers to deliver their ambitions
* Undertaking ongoing evaluation of the project

Our website can be found at <http://nwmullwoodland.co.uk> and contains detailed information, documents, and background information on the company.

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| **Core Responsibilities:**These are the core responsibilities for this role and is not an exhaustive list. The post holder will be required to undertake any other tasks as requested.* Responsible for leading on the delivery of the Storas Ulbha project including tendering all works, supervising the letting of all works and design contracts, managing contractors and contract payments and ensuring successful delivery of all works
* Responsible for liaising with Architects and other professionals on the delivery of the project
* Responsible for leading on the delivery of the Interpretation Strategy for Ulva House and the island
* Be the contract lead for the project in terms of all enquiries from the Board, members, residents, visitors, stakeholders and press
* Lead on the development of reporting and grant management and claims to the principal funders
* Working with the Board & Development Manager to appoint the Education and Marketing Officer role and Admin support roles
* Lead on communications with members in terms of the project
* Lead on external communications in terms of the project including proactive use of social media and traditional media to promote the project and Ulva
* Build relationships with funders and other partners and stakeholders
* Manage the build programme for Ulva House and associated works
* Manage the delivery of the interpretation programme
* Work with others to develop projects to protect Ulva’s natural and built heritage
* Work with others to increase visitor numbers and length of stay on Ulva as part of the paths and interpretation project
* Work with others to promote and protect Ulva’s cultural, natural and built heritage
* Work with NWMCWC staff to timeously submit grant claims and reports to funders
* Support the Development Manager in the promotion of Ulva through social media and press
* Build relationships with funders and other partners and stakeholders

Together with:* Positive engagement with the policies and procedures agreed by the Board
* Constructive and supportive interaction with all NWMCWC employees and members and island residents
* Ensure the principles of value for money and effective management are achieved throughout the project
* Regular reporting to the Board, funders and members on progress on the project
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| **Person Specification**These are the skills, experience and qualifications required to undertake the role |
| **Essential*** Undergraduate degree in relevant business subject or relevant working experience
* Understanding of contract management
* Understanding of working with the community
* Understanding of visitor management projects
* High level of confidentiality and discretion
* Excellent interpersonal skills, both verbal and written
* Ability to work with different types of people and build a positive rapport
* Ability to work on their own initiative without day to day supervision
* Ability to solve problems and effect solutions within a small team environment
* Work to high standards of Health and Safety
* Demonstrate a professional positive and personable manner
 | **Desirable*** Experience of project management including large capital projects
* Experience of writing funding applications
* Experience of grant management and financial administration
* Efficient and effective administration
* Staff management competencies
* Work effectively and flexibly in a small team
* Knowledge of Gaelic and/ or its importance to communities like Ulva
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Candidates must also be able to travel as required in response to business needs. Driving licence and access to transport is essential. Evening and weekend working is required occasionally.