

# Kyle & Lochalsh Community Trust

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## JOB DESCRIPTION

<b>Job Title:</b>	Project Officer – Viking Living Village	<b>Based:</b>	KLCT Office, Kyle
<b>Reports to:</b>	Trust Manager	<b>Hours:</b>	Part-time – 21 hours per week
<b>Salary:</b>	£26,000 (£15,600 pro rata)	<b>Contract:</b>	2 years fixed-term contract

Kyle & Lochalsh Community Trust (KLCT) was established in August 2012 and is committed to instigating and delivering social, economic and environmental regeneration projects and local services. We are fully focused on improving the quality of life for the residents of Lochalsh and the visitors to our spectacular location on the west coast of Scotland. We aim to achieve the sustainable regeneration of our community which, despite its magnificent geographic setting, has been identified as one of the most economically fragile and deprived in the Highlands. We work to generate income through enterprise and the ownership of assets. As a not-for-profit organisation, all of our trading surpluses are reinvested in the community.

With support from the Scottish Land Fund, in 2019 KLCT took ownership of an area of community parkland called the Plock of Kyle together with an adjacent old Skye Bridge ticket office. The Plock is an area of approximately 60 acres which is well loved by the community and is currently used to a limited extent by (dog) walkers and other nature lovers. It is the home of much exceptional habitat and wildlife including otters and orchids. In recent years parking, roads and a limited path network has been installed on site.

### The project

In 2018 KLCT carried out an extensive community consultation which led to the creation of a detailed Masterplan for the development of the Plock and the Toll Office. One of the projects that has been identified is the creation of a Viking Living Village on part of the Plock.

We are now looking for a Project Officer to help us develop this project up to the planning permission stage. This would include the following:

- A) Working with universities on sourcing baseline historic and archaeological information of Viking activities in the area
- B) Investigating the project idea in detail, including identifying the exact size of the village and location at the Plock, looking at aspects of health & safety as well as finalizing ways to generate social, cultural and economic opportunities and benefits for our community
- C) Carrying out a market research
- D) Developing a business plan
- E) Creating a Viking brand and site-based interpretation panels
- F) Delivering community outreach
- G) Developing designs
- H) Securing planning permission, and
- I) Securing funding for the design, planning, construction and project implementation stages.

## **The candidate**

We are looking for an exceptional candidate with an interest in Scottish history of circa 7<sup>th</sup> to 13<sup>th</sup> century and proven experience of developing cultural heritage projects.

As a confident public communicator and events organiser, the individual will work with a variety of parties including the local community, schools, consultants, public providers, local groups and organisations, universities, the Destination Viking Association, funders and others. An inspiring, fun and creative personality will help you to take the young and old members of our community on the journey to discover local Viking roots.

Excellent writing and financial management skills are required. Proven experience of developing business plans, carrying out market research, writing funding bids and working to budgets is highly desirable.

KLCT is supporting a Highland Green Health Partnership's pilot project in Kyle where socially prescribed outdoor activities will be carried out at the Plock. We anticipate that some of the events organised by the successful candidate will be available as part of the pilot project. The post holder will therefore be required to pass an extended disclosure check prior to appointment.

This role is on a 2 years fixed-term contract and has no line management responsibilities. The successful applicant will be offered a 3-month probationary contract during which time either party may terminate the contract on giving one week's notice.

**PERSON SPECIFICATION**

**Project Officer – Viking Living Village**

Key Criteria	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>◆ A good standard of education to Higher Level or Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>◆ Degree/vocational equivalent in a history, archaeology, heritage management or project development-related subjects</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>◆ At least 3 years of experience in developing cultural heritage projects</li> <li>◆ Significant experience in community engagement</li> <li>◆ Experience of developing options appraisals and business plans</li> <li>◆ Experience of developing activities and events</li> <li>◆ Experience of managing and working to a budget</li> <li>◆ Experience of writing funding bids</li> </ul>	<ul style="list-style-type: none"> <li>◆ Experience of heritage centre management, venue promotion and visitor engagement</li> <li>◆ A track record of working in the voluntary and/or community sector</li> <li>◆ Experience of community consultations</li> <li>◆ Experience of working with rural and/or remote communities</li> <li>◆ Experience of carrying out a market research</li> <li>◆ Experience of a tendering process</li> <li>◆ Experience of working with and managing consultants</li> <li>◆ Experience of evaluating project progress and success</li> <li>◆ Experience of working with academics, schools and community groups</li> </ul>
<b>Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>◆ An interest in Scottish history of circa 7th to 13th century</li> <li>◆ Excellent interpersonal skills</li> <li>◆ Excellent organisational skills</li> <li>◆ Very good presentational and written communication skills, including writing reports</li> <li>◆ Familiarity with community engagement tools and methods</li> <li>◆ Ability to prioritise work and work to tight deadlines</li> <li>◆ An open and inclusive operational attitude</li> </ul>	<ul style="list-style-type: none"> <li>◆ Knowledge of Viking history in Scotland</li> <li>◆ Knowledge of project funding sources and application processes</li> <li>◆ Practical experience of the realities of community life in the peripheral Highlands and Islands</li> <li>◆ Knowledge of the planning process</li> <li>◆ Ability to develop a project budget</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>◆ Good general computer competence (Word, Excel, Web, email, PowerPoint)</li> <li>◆ Comfortable with remote working communications technologies and practices</li> <li>◆ Willingness to learn how to use and make changes to a WordPress website</li> </ul>	<ul style="list-style-type: none"> <li>◆ Familiarity with using social media for professional purposes</li> <li>◆ Ability to make updates in a WordPress website</li> <li>◆ Ability to understand architect and landscaping plans</li> </ul>

<b>Job Circumstances and other attributes</b>	<ul style="list-style-type: none"><li>◆ Ability to work at the KLCT office in Kyle</li><li>◆ Ability to work some evenings and weekends</li><li>◆ Friendly personality and ability to work flexibly as part of a team</li><li>◆ Strong motivation and enthusiasm for the post and the role</li><li>◆ Passport holder and ability to travel for study visits and meetings in the UK and abroad.</li></ul>	<ul style="list-style-type: none"><li>◆ Ability to start working in July 2020</li><li>◆ A creative and fun approach to activities and events</li><li>◆ Current driving licence and access to a car.</li></ul>
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