

Project Specialist

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| Job Title: | Project Specialist |
| Reports To: | Strathnairn Community Council (SCC) |
| Location: | Farr Hall, Strathnairn |
| Function: | To provide direct support to the SCC |

Purpose of the role

Working on behalf of residents in Strathnairn, the Community Council (SCC) is seeking an administrator to support growing legislative demand. The Administrator will support the Community Council through the Secretary and will liaise with various members of the SCC depending on projects to relieve an amount of administrative function.

Main Duties

Assisting the Secretary to the SCC with administrative affairs will include but are not limited to, the following:

1. **Capital Projects:** Assist the SCC with matters related to capital projects that will impact the local community such as forestry /timber extraction, windfarm and pumped hydro storage.
2. **Traffic Management:** To assess and analyse and advise of the impact of current and future capital projects within the general area where the traffic for the capital projects pass through the road network of Strathnairn.
3. **Roads:** Communicate with local authorities on matters relating to road conditions, road works and repairs within Strathnairn as directed by the SCC. To include regular updates to the community on progress. To collate road condition issues/reports to SCC and the Highland Council.
4. **Communications:** Facilitate communication between SCC residents. Liaison with neighbouring community councils where relevant.

Person Specification

| Key Criteria | Essential |
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| Qualifications and Training | <ul style="list-style-type: none">• Project management experience or appropriate work experience to meet the requirements of the role |
| Knowledge, Skills and Abilities | <ul style="list-style-type: none">• Ability to analysis technical documents and distil relevant information as required• Ability to articulate clearly and effectively when preparing written documents for third parties such as The Highland Council and when presenting information and data where necessary• Ability to work effectively independently without close management• A demonstrated competency in managing tasks and activities in a time sensitive manner• Ability to work with and support the residents of Strathnairn• Integrity and accountability in representing the SCC at all levels is essential |
| Technical Skills | <ul style="list-style-type: none">• Strong IT skills• Excellent written and verbal communication skills• Ability to analyse and interpret data |
| Job Circumstances | <ul style="list-style-type: none">• This is a part-time role working from home and Farr Hall, Strathnairn• Occasional meetings may be required with external bodies• Attendance at the monthly Community Council meeting will be essential |