



Join our staff team!

Raasay Development Trust (RDT) is looking for a motivated and experienced individual to help us take forward our Five Year Development Plan.

RDT is a charity and company limited by guarantee run by a Board of volunteer Directors. We were established in 2014 to deliver activities that advance the wellbeing and resilience of the people and environment of the Isle of Raasay.

- We coordinate a **roundtable** of Raasay organisations, and project manage Raasay’s Five Year Development Plan ([link here](#)).
- We manage **community assets** including housing, a woodfuel processing plant and pontoons.
- We deliver the **Carbon Neutral Islands (CNI) programme** in line with our Community Climate Action Plan ([link here](#)).
- We add capacity to other Raasay organisations, helping them to advance their **projects**. For example, we are working with the local renewable energy project to strengthen their administration systems, and we are working with the community-owned shop to secure funding for the renovation of new premises.
- We look beyond Raasay, building **alliances and partnerships** for the benefit of our local community and for the benefit of other communities in Scotland and beyond.

We have funding from the Scottish Government to appoint the following post:

Local Development Manager	£33,670 pro rata	0.8 FTE for 12 months (initial contract with potential for extension subject to continued funding)
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You do not have to be based on Raasay to apply. We expect the successful candidate to work from home and be willing to travel regularly to Raasay, estimated once every two weeks, after the initial two-day induction period.

How to Apply

Opening date	Wednesday 9 th July 2025
Closing date	Monday 4th August 2025 at midnight
Interviews	Week beginning Monday 11 th August 2025

On the following two pages you will find the job description and person specification for the Local Development Manager role.

Please return your CV and a covering letter explaining how you meet the person specification to raasaydevelopmenttrust@gmail.com

If you would like an informal chat about any aspects of the post before applying, please contact Tom Lusink, Senior CNI Development Officer, via tom.cniraasay@outlook.com

Equal Opportunity Statement

Raasay Development Trust is committed to providing equal opportunities in employment. We welcome applications from individuals of all backgrounds, regardless of age, gender identity, disability, ethnicity, religion or belief, sexual orientation, or any other protected characteristic.

Raasay is one of the most accessible islands in Scotland, with a regular ferry service that runs throughout the year, seven days a week from Sconser on the Isle of Skye. As Local Development Manager (LDO), you will be joining us at a very exciting time. The island has a growing population of around 200 people, with several active community organisations...

To find out more about the island visit [**www.raasay.com**](http://www.raasay.com)

Local Development Manager

Duration	12 months from start date (initial contract with potential for extension subject to continued funding)
Start date	asap
Salary	£33,670 pro rata, 5% pension contribution
Hours	part time (0.8 FTE), flexible hours and generous annual leave package
Reporting	The postholder will report to RDT's Board of Directors. A named Director will provide support and supervision
Location	Mix of home and office base in Raasay Community Hall to suit candidate, occasional travel

Job description

As Local Development Manager you will work with the Board of Directors, your colleagues, and with the wider community, to ensure the successful delivery of Raasay's Five Year Development Plan (link [here](#)). RDT has already taken forward a number of the Development Plan projects, some in partnership with other Raasay organisations. Most projects are ongoing and your initial focus will therefore be to consolidate progress and create strong foundations from which to expand RDT's activities.

Key tasks

- **Project management:** you will lead on the development of workplans for RDT's current and future projects and oversee their implementation. The initial focus will be on ensuring the sustainability of existing projects in terms of finances, local skills and volunteer time:
- **Organisational management:** you will manage RDT's financial and HR systems, as well as support the Board to meet its legal, financial and contractual obligations to funders and relevant external bodies, including HMRC, the Office of the Scottish Charity Regulator (OSCR) and Companies House.
- **Communications and engagement:** you will develop ways of engaging meaningfully with the community through events and social media. You will also engage with people and organisations beyond Raasay, to build strategic links, secure funding and contribute to communities of shared practice across the voluntary and community development sectors.
- **General duties and administration:** you will share administrative duties with the Board and your colleagues, for example answering phone and email queries and dealing with deliveries.

Local Development Manager

Person specification

Skills & Personal Attributes – Essential

- **Knowledgeable of island life:** insight into the unique opportunities and challenges facing a small island community logistically distant from the mainland.
- **Motivated and self-reliant:** Capacity to work independently and manage your time effectively.
- **Organised:** Capable of handling multiple priorities and maintaining project documentation.
- **Leadership:** Able to support staff and volunteers to contribute to the best of their abilities.
- **Strong interpersonal skills:** Willingness to work as part of a close-knit team and comfortable engaging with individuals and groups in all sectors while remaining professional.
- **Creative problem-solver:** Comfortable working in uncertain environments, adapting and learning as projects evolve.

Experience – Essential

- At least two years' experience in a similar job(s) and/or volunteering role(s) working with communities on ambitious capital and resource projects.
- Fundraising, financial and budgeting responsibility and reporting for organisations with multiple income streams and over £100K turnover per annum.
- Staff and/or volunteer management experience.
- Experience using a range of community engagement tools to build awareness of opportunities and give direction to projects.

Experience – Desirable

- Understanding of legal frameworks and compliance requirements for both charities and companies
- Specialist knowledge in one or more of the Development Plan areas - housing, renewables, retrofit and renovations, marine management etc.
- Experience using digital platforms to enable communication (e.g. social media platforms, website content managements systems) and to support project planning.

The post-holder should have the ability to travel throughout Scotland. This includes access to a car or other appropriate means of travel. Travel and other expenses will be reimbursed in accordance with RDT's policy.