**JOB DESCRIPTION**

**POST MANAGER**

**LOCATION** Ardnamurchan Lighthouse[[1]](#footnote-1)

**RESPONSIBLE TO** Board of Ardnamurchan Lighthouse Trust (ALT), through the Chair

**HOURS** Full time (37 hours).

Flexible, according to the needs of the job. The post may include occasional work at weekends and vary according to the season (open or closed) .

**SALARY £29,000 - £31,000 p.a.** (HC5)

**CONTRACT** Permanent.

Probationary period - 6 months from start date.

**HOLIDAYS** 22 normal working days holiday per annum plus a ‘public’ holiday’ entitlement of 6 days

**PURPOSE OF THE JOB**

The Manager will be responsible for the day to day running of the Ardnamurchan Lighthouse Trust (ALT) including management of the staff and volunteers and the site facilities. S/he will work closely with the ALT Board of Trustees.

The Manager will also work with the Board of Trustees and the local community to take the development and enhancement of the lighthouse site forward, in line with the development strategy.

**DUTIES AND RESPONSIBILITIES**

***MANAGEMENT***

To Manage the ALT on behalf of the Board including

* Recruiting and managing staff and volunteers
* Managing the café/gift shop
* Managing the site and its facilities through liaison with the designated site maintenance contractor
* Managing the provision of tours of the Lighthouse tower
* Ensure the Board meets all its legislative obligations as a registered charity
* Ensuring that all aspects of the Lighthouse site and operations adhere to current Health & Safety legislation and carry out regular risk assessments.

***DEVELOPMENT***

In consultation with the Board and the local community,

* To develop a strategy for sustainable developments and improvements to the site facilities, including the re-vamp of the Exhibition building
* To develop a funding strategy and submit funding applications
* To explore ways to enhance the use of the site and its facilities and to produce a programme of activities and events

***FINANCE***

To manage the finances of the Trust, including,

* The preparation and presentation of its annual budget and accounts; and to submit regular financial reports to the Trustees
* Working with the Board to ensure the long-term financial sustainability of the ALT
* Taking responsibility for payroll and related functions

***REPORTING, PROMOTION AND NETWORKING***

* To report regularly to the ALT Board of Trustees as required
* To be responsible for monitoring and reporting to funders on existing and future grants
* To liaise with bodies such as Highland Council, funding bodies such as Highlands & Islands Enterprise, and other similar organisations
* To promote the Trust through social media, the ALT web page and other media

**PERSON SPECIFICATION**

*All criteria are essential unless otherwise stated. Applicants will be shortlisted on the basis of the evidence provided. Please address these criteria explicitly when completing your application form.*

***EDUCATION AND TECHNICAL SKILLS***

* Educated to Degree level or an equivalent professional management qualification or significant management experience
* High degree of ICT literacy

**EXPERIENCE OF**

* Managing staff and volunteers
* Business planning and Development initiatives
* Managing facilities
* Financial management and budget setting
* Submitting successful grant applications
* Encouraging Community involvement and volunteering
* Working in partnership with a community
* Working with a range of different agencies and professionals
* Working with a Board of Trustees or similar
* Report writing
* Living or working in a remote community

**COMPETENCIES**

* People management skills and experience
* Ability to inspire and motivate
* Ability to work on your own initiative and to problem solve
* Good time management skills and able to achieve objectives in a timely way
* Ability to produce reports internally and for external bodies as required
* Ability to create budgets and manage finances,
* Ability to liaise effectively with a range of people including potential funders, professionals, current staff and Board members, members of the local community and community groups
* Ability to work collaboratively, sharing information proactively and fostering good relationships with trustee and staff colleagues, local community groups, funders and other relevant networks.
* Ability to plan and organise activities and events
* Ability to manage a diverse workload

**CIRCUMSTANCES**

* Access to your own transport

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**APPLICATION PROCESS**

Please send your application form with a brief covering email/letter to

Ritchie Dinnes at ritchie.dinnes@btinternet.com

*Or by post to*

Ritchie Dinnes

Chair of Ardnamurchan Lighthouse Trust

Sealladh an Eilean

Kilmory

Acharacle

PH36 4LG

**Deadline for receipt of applications: Friday 17th October 2025**

**Interviews: w/c 3rd November 2025 (with the possibility of stage 2 interviews w/c 10th November)**

You will be notified by 24th October 2025 if you are to be invited for interview.

**For further information** about this post or interest in visiting the site, please note there will be an option of a visit and informal chat with some of the current staff and trustees- date(s) tbc. Please notify the Chair, Ritchie Dinnes on the above email, if you are interested in attending an open session ahead of the application deadline.

1. Some home working can be negotiated [↑](#footnote-ref-1)