Stiùiriche Obrachaidh

Ceòlas & Cnoc Soilleir Ltd
Cùmhnant & Tuarastal

- **Uairean:** 35 uairean san t-seachdain
- **Tuarastal:** £36,000
- **Àite-obrach:** Cnoc Soilleir, Dalabrog, Uibhist a Deas
- **Sochairean:** Fastaiche Tuarastail bhith-beò; rogha air peinnseinn; obair shùbailte; fòrladh bliadhnail pro-rata

Adhbhar na Dreuchd

Tha an dreuchd seo a' cothlamadh stiùireadh rianachd agus riaghladh obrachaidh is ghoireasan, a dhèanamh cinnteach gum bi Cnoc Soilleir air a ruith gu rèidh sàbhailte, èifeachdach, agus airson taic a chumail ri Ceòlas. Bidh an neach-obrach suidhichte aig deasg-fàilteachaidh an togalaich. Bidh iad a' stiùireadh gnìomhachd an togalaich, clàradh, poileasaidh is riaghailtean, rianachd, pròiseasan airgid, taic luchd-ùidhe, agus am poileasaidh "Gàidhlig air thoiseach", a' dearbhadh gun obraich an togalach agus am buidheann gu àrd-ìre phroifeiseanta. Feumar sgilean làidir co-obrachaidh agus sùbailteachd airson cuideachadh le farsaingeachd obrach rè neo-làthaireachd cho-obraichean.

Tha an dreuchd a' tighinn fo stiùir Ceannard Cheòlais.

Prìomh Uallaichean

Taic Rianachd & Buidhne

- A' tabhainn prìomh fhàilte agus taic do luchd-obrach, oileanaich, luchd-tadhail, agus chompàirtichean, a thogail àrainneachd phroifeiseanta bhlàth, le Gàidhlig air thoiseach.
- A' toirt taic do rianachd a' bhùird-stiùiridh.
- A' gabhail ri iomairt 'Gach Latha' aig Bòrd na Gàidhlig ann an obair làitheil.
- A' cruthachadh chlàran-gnothaich agus a' gabhail mhionaidean aig coinneamhan luchd-obrach agus a' bhùird-stiùiridh.
- A' cumail chlàran didseatach agus pàipeir ann an deagh rian.
- A' ceannachd stèiseanaireachd agus uidheamachd innealan.
- A' cumail stòr-dàta ballrachd, a rèir riaghailtean GDPR.
- A' cumail taic ri rianachd ionmhasail; agus a' clàradh, a' rèiteach, agus a' bancadh pàigheadh tro Xero agus chunntasan banca.
- Ball cudromach dhen Sgioba Cho-obrachaidh (JOT) an urra ri gnìomhachd làitheil an togalaich.
- A' cur taic ri cur an gnìomh na ro-innleachd mhargaidheachd cho-roinnte.

- A’ gabhail prìomh dhleastanas ri Slàinte & Sàbhailteachd, riaghailtean, agus poileasaidhean buidhne.
- A’ solarachadh chùmhnantairean càraidh.
- A’ dearbhadh gun cùm siostaman togalaich, uidheamachd, agus Passivhaus ann an deagh òrdagh.
- A’ stiùireadh luchd-obrach dorsaireachd agus glanaidh.
- A’ dèanamh cinnteach gum bi goireasan ullamh airson gach tachartais, agus taic a chumail le bhith a’ ruith an deasg-fhàilteachaidh.
- A’ tabhainn stiùireadh taiceil a bhrosnaicheas sgiobachd, earbsachd, agus moit ann an cumail an togalaich.
- A’ gabhail uallach de chleachdadh treas-phàrtaidhean anns an togalach.

Tuairisgeul Phearsanta

Rianatach
- Neach-labhairt fileanta sa Ghàidhlig
- Sgilean làidir rianachd
- Sgilean Microsoft Office / Microsoft 365
- Faiceall, ùghdarras, dìomhaireachd
- Eòlas air rianachd ionmhais agus bùidseat
- Comas a bhith ag obair fo uallach, a rèir cheann-là, agus comas air fuasgladh dhùbhlan
- Air uaireannan, math dh’fhaoidte gum feumar a bhith ag obair air feasgaran/deireadh-sheachdainean.

Buannachdail
- Sgilean leughaidh/sgrìobhaidh sa Ghàidhlig
- Eòlas air stiùireadh luchd-obrach
- Eòlas air obair san roinn ealain no dhualchais
- Eòlas ann an obair phoblach agus chonaltraidh
- Eòlas ann an riaghladh riosgan/chunnartan, glèidheadh togalaich, agus H&S
- Eòlas air Xero
- Foghlam gu ìre fho-cheum, no an leithid eile
- Cead dràibhidh agus cothrom air càr

Operational Lead

Ceòlas & Cnoc Soilleir Ltd
Contract & Salary

- **Hours:** 35 hours per week
- **Salary:** £36,000
- **Location:** Cnoc Soilleir, Daliburgh, South Uist
- **Benefits:** Living Wage Employer; pension opt-in; flexible working; annual leave pro-rated

Purpose of Role

This role combines administrative leadership with operational and facilities management to ensure the smooth, safe, and effective running of Cnoc Soilleir and to support the organisational needs of Ceòlas. The postholder will serve as the primary face of the organisation at the front reception area. The postholder will lead on building operations, bookings, compliance, administration, financial processes, stakeholder support, and Gaelic first policy, ensuring the building and organisation operate to a high professional standard. Strong collaboration skills and flexibility to temporarily handle varied tasks during colleague absences.

The role is line managed by Ceòlas' Ceannard.

Key Responsibilities

Administration & Organisational Support

- Provide first-line support for general enquiries from staff, students, visitors, and partners, ensuring a professional and welcoming environment. promote Gaelic-first policy across all interactions.
- Provide board administration support.
- Embed Bòrd na Gàidhlig's Gach Latha ethos in daily operations.
- Create agendas and take minutes for staff and board meetings.
- Maintain an organised filing and digital records system.
- Manage stationery and equipment supplies.
- Maintain and administer membership databases and GDPR processes.
- Support budget management, alongside the recording, reconciliation, and banking of payments through Xero and bank accounts.
- Key member of the Joint Operations Team (JOT) ensuring daily building operations run smoothly.
- Support implementation of joint marketing strategy.
- Lead responsibility for Health & Safety, compliance, and operational policies.
- Procure and manage maintenance contractors.

- Ensure building, equipment, and Passivhaus systems remain in excellent working order.
- Line manages janitorial and cleaning staff.
- Ensure facilities are ready for all scheduled activities and events and support the running of front of house duties.
- Provide supportive leadership that encourages teamwork, reliability, and pride in maintaining the building.
- Manage third-party access and use of the building.

Person Specification

Essential

- Fluent Gaelic speaker
- Strong organisational skills
- Proficient in Microsoft Office / Microsoft 365
- Discretion, confidentiality
- Experience of budgeting and financial management
- Ability to work under pressure, meet deadlines and problem solving ability
- Availability to work occasional evenings/weekends

Desirable

- Gaelic reading/writing skills
- Line management experience
- Experience in arts or cultural sector
- Experience in public-facing roles and communications
- Experience in risk management, building maintenance, and H&S
- Experience using Xero
- Graduate-level education or equivalent
- Driving licence and access to vehicle