

Aviemore and Glenmore Community Trust Administrator Role

Background

The Aviemore and Glenmore Community Trust (AGCT) was created with the objective of acquiring the Cairngorm Mountain estate currently owned by Highlands and Islands Enterprise (HIE). The trust wants to build Cairngorm Mountain into a year-round sustainable business that will benefit local people, local communities, and visitors alike

The journey from the current position to community ownership will be long and complex, with AGCT needing to build a new organisation model, a credible business plan, and build strong relationships with a large number of public and private organisations.

In order to help AGCT move forward, HIE have agreed to fund a part time administrator role for an initial period of two years. The expectation is that beyond this the trust will have built a revenue generation model that would continue to fund the role, possibly full time.

For this role you will need to be extremely self motivated, used to working unsupervised most of the time and happy with creatively developing ideas for new initiatives and finding solutions to issues that arise. You will also need to be an excellent communicator in order to liaise with the public and the many people from the public and private organisations that will be part of the trust's day to day business. Working hours will be flexible but will include some evening meetings and some limited travel.

Principal activities

- Development and management of governance and policies
- Fundraising events and logistics
- Membership maintenance and development
- Accounts
- Website(s), Facebook and in future Instagram and Twitter maintenance updates and moderating
- General correspondence and communication
- Meeting minutes
- Building and maintaining a searchable and secure document store
- Working with the Project Manager on:
 - Preparation of documents such as business plans, asset transfer documents, etc
 - Setting up and attending meetings, principally with the key stakeholders

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Skills profile

- Self motivated and self reliant, used to working without supervision
- A strong team player and experienced in managing virtual teams
- Experienced general administrator
- Experience of fundraising activities
- Building and developing promotional events including obtaining sponsorship
- Comfortable managing and updating social media pages
- Experience of maintaining simple accounts
- A willingness to travel from time to time to meet the requirements of the role
- Full driving licence and access to a vehicle
- A willingness to work flexible hours including attending evening meetings
- A personal motivation in the success of Cairngorm Mountain for the benefit of the community

Remuneration

- Status will be as an employee of AGCT
- £9,928 per annum for flexible 17.5 hours per week
- 98 hours (5.6 weeks) paid holiday per annum
- Contributory pension scheme
- Laptop will be provided
- Reimbursement of reasonable expenses including travel beyond the Aviemore area
- Based in Aviemore