

## Glenuig Community Inn Development Officer: Job Description

<b>Post</b>	Development Officer: Glenuig Community Inn
<b>Contract situation</b>	<p>This is a freelance position with the incumbent being responsible for their own tax, national insurance and other costs. The only payment available is a day rate for work undertaken. Freelancers must commit to delivering these tasks but can do so at times of their choosing each week, within the business needs of Glenuig Inn.</p> <p>The terms and conditions of the freelance relationship will be set out in a contract to ensure that it protects the freelance development officer and the organisation.</p> <p><b>This post is funded by the Scottish Land Fund to 31/3/25.</b></p>
<b>Purpose</b>	To oversee and support the successful asset transfer and transition of the Glenuig Inn from the private owner to the community.
<b>Responsible to</b>	Glenuig Community Inn Limited Management Committee
<b>Length of contact</b>	This is a short-term post for up to 6 months, though may be extended if further funding is secured
<b>Hours</b>	This is a part time role. This will be around 2.5 days per week, with some weeks potentially busier than others, worked flexibly within each month.
<b>Remuneration</b>	£225 per day (£30 per hour) for up to 64 days in total
<b>Location</b>	Hybrid working model. Though a lot of this work can be done remotely, there will be a requirement to be on site a minimum of 25% of the time.
<b>How to apply</b>	<p>Submit your application to <a href="mailto:info@glenuigcommunityinn.org">info@glenuigcommunityinn.org</a></p> <p>Please title your email 'Project Officer Post'</p>
<b>Closing date</b>	31st August 2025
<b>Interview date</b>	To be confirmed
<b>Further information</b>	Please email <a href="mailto:info@glenuigcommunityinn.org">info@glenuigcommunityinn.org</a> for further information.

## **About this role**

This is an exciting and challenging opportunity to work with a driven team of local people who have come together to take on a substantial business into community control. This group are entirely volunteer led and this post will facilitate a step change to support the move to community ownership professionally, sustainably and in a way that includes the community.

Glenuig Inn is a historic village inn with a pub, restaurant and accommodation, located in the heart of the remote rural community of Glenuig. Glenuig is a small, coastal crofting community in Moidart, known for its beautiful scenery, rich history, and vibrant local culture.

The current owner of the Inn at Glenuig has been keen to sell for some time and this is a real opportunity for the community to turn this business into something exciting and transformational. The Inn has been a crucial part of the fabric of village life since the 18th Century and under community hands will now form a key part of the cooperative ethos already running the Hall, the shop, and the History House. The Inn holds the community together and creates jobs and local wealth that keeps the community a vibrant place where people enjoy living and bringing up their families.

There was a large concern in the community that under private ownership, the Inn may lose some of its neighbourly value and cultural importance. Local people are keen to ensure the Inn continues to be the “glue” of this community for the next generation. In response to demand from local villagers, Glenuig Community Inn Limited (the GCI) was set up as a Community Benefit Society and submitted a Scottish Land Fund bid to buy and run the Inn as a community-led social enterprise. It is already a profit-making business so it starts from a positive footing which is unusual for community owned inns and community owned assets generally.

The GCI has managed the running of the Inn since Feb 28<sup>th</sup> and following our successful fundraising campaign the next stage is to purchase the asset to complete the transfer to the community. This post will support that process and enable the smooth transition to community ownership.

## **Main Duties**

### **Preparing for asset takeover and transition into community ownership:**

1. Reviewing and developing GCI policies and procedures to ensure the Inn is a well-known, well used and funder-compliant asset. NB the Inn has separate Managers with responsibility for Front of House and Catering, with which the DO will work closely.
2. Working with local groups to facilitate continued and expanded use of the Inn as a venue.
3. Running a series of events at the Inn to celebrate and involve the whole community to encourage the vision of it being “our” space.

### **Communications, membership & fundraising administration**

4. Continue the development of GCI’s share register for investor and investment details, and fulfilling member requirements.
5. Identifying funding applications as appropriate and leading on application development & submission.
6. Creating a communications plan to engage proactively with shareholder members, supporters, visitors and locals. You will lead on the social media and marketing plan, creating and publishing media content.

### **General**

7. Support the board by servicing GCI meetings, taking minutes, tracking actions, and supporting the board to implement those actions.

8. Maintain up to date and accurate records and documentation storage.
9. Such other tasks as may be required which are consistent with the duties and responsibilities of the post.

This is a developmental post and point 9 is vital during this takeover and initial transition period but all tasks will be reasonable within the parameters of the post. As a volunteer-led board, we will expect the post holder to plan and contribute proactively to what is needed.

### Person Specification

Real and relevant experience, aptitude and values which fit with our ethos are more important to us than formal qualifications. There is no requirement necessarily for hospitality expertise, but the postholder must be comfortable with the type of business. A knowledge of social enterprise governance, particularly community benefit societies, is important but can be learnt.

Specifically:

		Essential or desirable
<b>Qualifications</b>	Qualification to degree level or equivalent	D
<b>Practical experience</b>	Providing community development support in local communities	E
	Working in partnership with other third sector organisations and stakeholders	E
	An understanding of rural areas and the rural economy with demonstrable experience.	E
	Experience of income generation and sustainability	E
<b>Skills</b>	Excellent organisational skills.	E
	A proficient relationship builder who the community, funders and Inn partners warm to and can trust	
	Able to analyse a situation and draw out the key issues	E
	Good verbal communication skills and able to present to a wide range of audiences	E
	Good IT skills and proficient in the use of Microsoft Office	E
	Able to manage time effectively, work to deadlines and manage several projects simultaneously	E
	Ability to work effectively as part of a team, but also be able to use your own initiative	E
	Understanding that your role is freelance and therefore has some flexibility but is also accountable to the committee and membership	E
<b>Knowledge</b>	An understanding of community benefit societies and community share issues.	D
	A good knowledge of marketing and social media	D
	Knowledge and understanding of Business Administrative processes and requirements.	D
<b>Personal attributes</b>	Proactive and positive with a strong work ethic	E
	Self-motivated and confident	E
	Committed to the third sector in Scotland and passionate about social change	E
	Passionate about rural issues, community empowerment and rural business	D