

ASSYNT FOUNDATION

EXECUTIVE OFFICER SALARY CIRCA £35K

The Assynt Foundation, a community land organisation based in Lochinver, is seeking to appoint an Executive Officer to oversee the running of the Foundation.

This is a new and demanding full time post (35 hrs/week) that requires a diverse range of management and leadership skills and offers excellent opportunities to contribute to the development of the organisation. Initially this is a 12 month fixed term contract that will be reviewed towards the end of the period. The post holder will report directly to the Foundation Chairman and be accountable to the Board of Directors.

The successful candidate will be able to demonstrate the following:

- Self-motivation and ability to inspire others to achieve established goals.
- Able to identify and secure new income streams.
- Excellent communication skills, able to work with the local community and represent the Foundation to outside agencies.
- Experience of managing staff and setting personal objectives.
- Experience of budgetary management and accountability.
- Be IT literate with experience of its use for promotional and marketing activities.

Although not essential experience in the hospitality/ land management sector would be welcome by the Directors who may also consider a job share appointment. Further information about the Foundation can be found at www.assyntfoundation.org.

An Application Pack may be downloaded from www.assyntfoundation.org and should be returned to info@assyntfoundation.org.uk or Chairman, Assynt Foundation, Glencanisp, Lochinver, Sutherland IV27 4LW, together with the candidate's latest CV. The closing date for applications is **11th December 2015**.

