



Cnoc Soilleir Facilities and Operations Manager

Introduction

We are looking for an outgoing and dynamic team player to join us here in Cnoc Soilleir

We have recently completed and opened the second phase of our capital project which includes our new auditorium with state of the art performance, audio visual and recording facilities.

Our building is built to meet the stringent Passivhouse standards and minimise our need for heating and cooling, and lower our carbon footprint and to meet net zero ambitions.

As we move in to this new phase to realise the full vision and bring the whole of Cnoc Soilleir to life we are looking for someone who will work well across the three organisations based in the building and be a key player in contributing to the success of the venue.

This post is core position and essential to the effective success and operation of the building.

About us

Cnoc Soilleir Ltd (CS Ltd) is a joint venture partnership between Ceòlas Uibhist (CU) and UHI North, West & Hebrides (UHI NWH). Based in Daliburgh, in the heart of South Uist's Gaelic-rich community, CS Ltd manages the Cnoc Soilleir building to support the work of its joint venture partners and to provide opportunities for third-party events and activities that contribute to our wider business objectives.

Our vision includes:

- A welcoming, open building at the heart of the community.
- A place with a Gaelic-first ethos, showcasing Gaelic as a living language within our community and encouraging and supporting people to use it more often.
- The promotion, celebration and active engagement of Gaelic cultural heritage and language.
- An engaged community, with Cnoc Soilleir making a positive contribution to the local community and economy.
- Delivery of the College in the Community ethos, widening access to learning.
- Putting in place the building blocks needed to grow each organisation's activities, both individually and collaboratively.

Summary

You will oversee the day-to-day operation of our building, facilities and equipment, including finances, bookings compliance and front-line co-ordination

- Leading on welcome and embedding the ethos of Bòrd na Gàidhlig's **Gach Latha** campaign.
- Ensuring the building and facilities are kept in good working order and are suitable for all scheduled and planned activities and events.
- Working collaboratively with joint venture partners, the local community and other stakeholders to realise our ambitions and vision.
- Budget holder and financial management for operations budget for the building.

This post is initially funded by Bòrd na Gàidhlig as part of Transition Year funding for Cnoc Soilleir

Role and Responsibilities**Key responsibilities:****Joint operations and one-team approach**

- Key member of Joint Operations Team (JOT). This team is made up of individuals from our Joint Venture partners Ceòlas and UHI North, West and Hebrides. The primary role for JOT is the effective operation and running of Cnoc Soilleir, and to respond to any issues/suggestions raised as to the operation of the building.
- Meet and greet building users and visitors - including shared reception
- First point of contact for external enquiries
- Support implementation of joint marketing strategy (Gaelic essential) to build effective and collaborative marketing
- Oversee and coordination of all building bookings.
- Ensuring the ethos of Bòrd na Gàidhlig **Gach Latha** campaign is embedded in building operations.

Management of the building facilities

- Responsibility and management for building Health and Safety and CS Ltd operational policies.
- Procure and direct maintenance management.
- Line management and leadership for Cnoc Soilleir Ltd operations team including janitor, cleaners, and other operational staff.

Third-party bookings and events.

- Manage and oversee Third party entry, management and use of the building outside UHI NWH and Ceòlas activities.

Board Support and Business Management

- Manage the Cnoc Soilleir Ltd operations budget and accounting software.
- Oversee appointment of external auditors and accountants and work with them to deliver required documentation and reports.
- Manage in stakeholder engagement regarding operations including managing funding, and any resultant claims and reports arising
- Effective and efficient delivery of Cnoc Soilleir business and operational plans.
- Provide board secretariat support

Person Specification Cnoc Soilleir Facilities and Operations Manager	
Person Specification	Essential • Excellent verbal and written communication skills in Gaelic and English(E) • Ability to take the initiative and manage other people (E) • Good IT and report writing skills, everyday fluency with Microsoft 365 suit. (E) • Ability to use discretion, diplomacy and maintain strict confidentiality (E) • Experience of budgeting and financial management (E) Desirable • Experience of public facing role (D) • Experience of Risk Management and Building maintenance and H&S (D) • Experience of shared service provision (D) • Experience of working with communications (D) • Use of accounting tools and software (D)
Education and experience	• Graduate level educated or similar. (E) • Full driving licence and access to a vehicle (D)

Logistics Cnoc Soilleir Facilities and Operations Manager	
Reporting	The Facilities and Operations Manager will report directly to the Board of Cnoc Soilleir Ltd.
Location	Cnoc Soilleir, Daliburgh, South Uist HS8 5SS.
Salary	£34,500 - £37,000 FTE (£20,700-22,200 at 0.6FTE) depending on experience.
Position type	Part time 22.5 hrs per week – 0.6 FTE • The working week to be agreed with the successful candidate. • The post can be flexible to suit needs. Eg: 4.5 hrs a day 5 days a week, or 7.5 hrs a day 3 days a week or some other regular agreed commitment. • There is a need and expectation of covering core hours between 10am and 2pm in Cnoc Soilleir on agreed working days.
Start Date	End of September 2026
Length of contract	The post is initially funded for one year, but is likely to continue beyond the first year
	Cnoc Soilleir is an equal opportunities employer with a commitment to diversity equality, inclusivity, and fair work practices. Our values are Trust and Partnership Working Open and Welcoming Ambitious and Innovative Transparency and Strong Governance