



WEST HARRIS  
TRUST

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# WE ARE HIRING

APPOINTMENT OF  
**Estate Manager**





# ABOUT US

The West Harris Trust is a community landowning charity, established to regenerate the local community of West Harris. We manage a diverse range of assets and the spectacular coastal landscapes of West Harris. Our work focuses on advancing community regeneration, sustainable development, and environmental conservation.

## OUR MISSION

The West Harris Trust aims to increase the population of West Harris to 200 by 2030, working with partners to create a range of housing and economic opportunities to attract and sustain a growing and balanced population. The Trust will ensure it fully represents and engages the community of West Harris, and promotes the unique environment, heritage and culture of the area in a sustainable manner.





# THE OPPORTUNITY

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| <b>POSITION:</b> | <b>Estate Manager</b>                                |
| <b>CONTRACT:</b> | Part time, 22.5 hours per week, permanent            |
| <b>SALARY:</b>   | £32,000 - £35,000 pro rata (dependant on experience) |
| <b>LOCATION:</b> | Talla na Mara, Isle of Harris                        |

Are you ready to make a lasting impact on one of Scotland's most breathtaking landscapes? The West Harris Trust is seeking an ambitious and dynamic Estates Manager to lead the charge in managing and developing our land and properties.

This is an opportunity to blend strategic vision with hands-on action.

As Estates Manager, you will take a leading role in enhancing the community's sustainability, spearheading innovative projects, and fostering meaningful connections. We need someone with a proven track record in leadership, community engagement, fundraising, and project management to guide us through this exciting phase of growth.

## KEY RESPONSIBILITIES

### Strategic Management:

- Work closely with the volunteer Board of Directors to establish a clear vision, strategy, and business plan for the Trust.
- Lead the development of affordable housing on the estate, working with consultants, partners, and the community.
- Provide strategic oversight for existing renewable energy projects and identify new opportunities for sustainable growth.

### Operational Management:

- Oversee day-to-day operations of the estate, ensuring that it is run effectively in accordance with the Trust's objectives.
- Act as the primary liaison between the Trust, townships, and crofting communities to ensure collaborative management and alignment of goals.
- Manage the use of campervan hook-ups and other community facilities to maximise their benefit and sustainability.
- Manage staff and volunteers, ensuring a high standard of performance and motivation.

### Project and Financial Management:

- Develop, manage, and deliver projects related to land, housing, and renewable energy, ensuring they meet funding and regulatory requirements.
- Monitor project budgets, prepare financial reports, and ensure effective fiscal oversight using Xero.
- Submit related reports to funding organisations and maintain clear records of all project activities.



## KEY RESPONSIBILITIES

### Communication and Stakeholder Management:

- Build and maintain strong relationships with a range of stakeholders, including funders, community members, and business partners.
- Prepare for and attend Board meetings, providing updates and reports on progress, challenges, and opportunities.
- Respond to enquiries related to business opportunities and community land ownership.
- Promote active engagement with the community, including managing consultations and representing the Trust at public events to speak about our mission and impact.

### Compliance and Governance:

- Ensure the Trust complies with all relevant legislation and regulations,
- Prepare responses to relevant consultations with Board input.
- Work with the volunteer Board to maintain the charity's ethos and values, ensuring all activities align with the public benefit.

## PERSON SPECIFICATION

### Essential Criteria

- Proven track record of achievement in a mission-driven organisation, preferably in the non-profit or community land ownership sectors.
- Strong leadership and organisational skills, with the ability to manage multiple projects and priorities effectively.
- Excellent communication skills and experience in building relationships with a wide range of stakeholders.
- Experience in financial management, including budgeting, fundraising, and bid writing.
- Experience in developing and implementing strategic plans and business plans.
- Knowledge of crofting and land management, with an understanding of relevant legislation and regulations.
- Proficiency in IT, including MS Office and financial management software such as Xero.
- High level of comfort with marketing and using social media platforms to promote the Trust's work.
- This role requires a self-starter who can balance strategic planning with hands-on project management. The successful candidate will play a key role in shaping the future of West Harris, ensuring the long-term viability and prosperity of the Trust.





# JOIN US

Are you ready to make a difference in a role that combines creativity, community, and sustainability?

To apply, please send your CV and a covering letter outlining your experience, skills, and why you are the perfect fit for the role of Estate Manager to **admin@westharristrust.org** by **5pm on 5th January 2025**.

For more information or an informal chat about the position, please contact **admin@westharristrust.org**

Visit **www.tallanamara.co.uk** to learn more about Talla na Mara and **www.westharristrust.org** to learn about the work of the West Harris Trust.

Join us and help create a sustainable community in west Harris.