



**Stronsay Development Trust**  
**Company Secretary and Operations Manager**  
**Part Time Post - 17.5 hours per week**  
**Salary: £15,000 per annum**

Stronsay Development Trust is seeking to appoint a part time Company Secretary and Operations Manager to provide high level support to their Trust Board. This post is fixed term, initially to 30th August 2018

Duties will include:

- Developing, implementing and maintaining the Trust's financial and administration processes for the effective and efficient management of the organisation
- Providing advice to the Board on matters of governance and implementing procedures to ensure that there is good governance within the organisation
- Managing correspondence on behalf of the Trust
- Working with the Trust's Community Development Officer in assessing Community Fund grant applications
- Managing relationships with members, the community, stakeholders, external agencies and funding bodies

Applicants should be experienced in financial management and business administration, be computer literate, with excellent communication, organisational and team working skills and have the ability to work with minimum supervision. Enthusiasm, a flexible approach and a strong interest in the local community are essential. It would be preferred if the candidate lived on Stronsay.

To discuss this post in the first instance please contact Carole Cotterill on 01857 616250, [carolcotterill555@btinternet.com](mailto:carolcotterill555@btinternet.com). Applications are available from Voluntary Action Orkney, Anchor Buildings, 6 Bridge Street, Kirkwall, KW15 1HR, online at [www.vaorkney.org.uk](http://www.vaorkney.org.uk) or at [Hannah.Ker@vaorkney.org.uk](mailto:Hannah.Ker@vaorkney.org.uk)

The closing date for all applications is Friday 11th August 2017. Interviews will be held on Thursday 17th August on Stronsay.

A Company Limited by Guarantee, Registered in Scotland. Company Number SC271553  
A Scottish Charity SC038888 Registered Office: Unit 1, Wood's Yard, Stronsay, Orkney KW17 2AR

