

Employees of Stronsay Development Trust

Summary of roles and responsibilities.

Administration and Finance Support Officer (AFO) – funded by HIE/LEADER until September 2013

Duties include:

- Providing advice on governance
- Producing the guidance for dispersal of turbine revenue
- Ensuring the provision, on time, of accurate financial reports to enable the board to monitor performance.
- Providing guidance to the board in the implementation of PQASSO.
- Managing relationships with stakeholders, external agencies and funding bodies.

Community Development Officer (CDO) – funded by HIE/LEADER until September 2013

Duties include:

- Providing advice on applications for funding
- Implementation of Local Development Plan
- Representation at stakeholder's meetings
- Representing the community on matters regarding transport, health and welfare
- Managing relationships with members, the community, external agencies and funding bodies.

By September 2013 the funder's expectation of outputs from these two posts include:

- Establishing sustainable community action planning and implementation activity within the community
- Implementation of the Local Development Plan
- Implementation of the Practical Quality Assurance System for Small Organisations, (PQASSO) within SDT.

Turbine Development Officer (TDO) - funded by HIE till June 2012

Duties include:

- Providing the main contact between the Trust, SREL, the Project management contractor and key third party contractors and stakeholders.
- Providing a local resource to help undertake and coordinate the installation and commissioning of the wind turbine.
- Liaising with contractors working on the island
- Reporting frequently to the funders, bank, Development Trust and SREL.

Company Secretary - funded by OIC (Capacity funding)

Duties include:

- Organising meetings including the AGM, taking notes and drafting the minutes
- Ensuring that the board is complying with Company Law and acting within its remit as a Scottish Charity.
- Maintaining the statutory registers
- Communicating effectively with the board, community and stakeholders

Bookkeeper/Admin - funded by OIC (Capacity funding) and SREL

Duties include:

- Recording all the payments made by SDT and SREL.
- Recording grant funding and donations received.
- Retaining paper and computerised records in a way that allows ease of access by the board and AFO.
- Liaising with the Trust Accountant

All Development Trust posts have areas of overlap and inter-dependency so flexibility and teamwork are essential to the posts.

A Company Limited by Guarantee, Registered in Scotland
Company Number SC271553
A Scottish Charity, Charity Number SC038888
Registered Office: Clifton, Whitehall, Stronsay, Orkney KW17 2AR