



Island of Hoy Development Trust

Revenge, Naval Hall, Longhope, Orkney, KW16 3PG

Telephone 01856 701356

Job Description Project Development Officer

JOB PURPOSE

1. Coordinate a project to identify the requirements to allow the safe opening of the YM, Longhope in line with all government legislation and guidance.
2. Support and monitor the delivery of the project, within agreed timescales.
3. Provide an Options Appraisal to support IOHDT's decision making regarding the future operation of the YM, Longhope
4. Provide policy documents to support the ongoing performance management of the YM, Longhope.

MAIN DUTIES

Communication

1. Provide and receive complex information relating to the future development of the YM, Longhope including seeking appropriate advice re Health & Safety and Risk Management etc.
2. Discuss the project and future options with staff, directors of the IOHDT and members of the Community.
3. Make routine presentations to the IOHDT Board and members of the Community.
4. Provide IOHDT with written updates as required and a final project report.
5. Contribute to the IOHDT's plans and actions aimed at ensuring effective and timely communication with the wider community.



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Analytical and Judgemental Skills

1. Undertake analysis of current requirements for the operation of a Community Facility.
2. Make judgements regarding minimum requirements for future operation and governance of the YM, Longhope, providing options for the IOHDT Board to consider, e.g. compliance with Health & Safety legislation, Risk Management.
3. Create an Options Appraisal that considers different operational structures for the YM, Longhope

Planning & Organisational Skills

1. Develop operational and administrative systems and procedures to enable the project to run efficiently and effectively.
2. Organise and manage relationships with all relevant stakeholders including IOHDT Board, other professionals and the wider community

Policy and Service Development

1. Develop and propose policies required for future operation of YM.
2. Propose changes to the project as required.
3. Adhere to IOHDT policies and procedures.

Financial & Physical Resources

1. Observe personal duty of care in relation to equipment and resources used in course of work.
2. Authorised signatory for project related expenses.



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Information Resources

1. Provide verbal and written reports for the IOHDT Board as requested, including and highlighting any unanticipated problems
2. Maintain record of project progress.

Human Resources

1. Support the induction of new Board Directors including provision of information re role and responsibilities.

Audit/Governance

1. Conduct audit of YM policies and procedures prior to completion of project.