

## **Job description**

We are looking for a Development Officer to join the team at CEN. This is a great opportunity for someone to build on their existing skills with support from an experienced team. You will be based at Comunn Eachdraidh Nis in Ness, Isle of Lewis.

CEN aims to become a carbon neutral organisation, through the introduction of renewables, developing a local supply chain for the café and applying careful waste management measures across the organisation to reduce our carbon footprint. We want to ensure the organisation runs more efficiently, thereby increasing our profitability, pleasing our customer base, and creating a sense of well-being among the community.

The CEN building, which houses an accredited museum, galleries, archives, gift shop and café, is over 150 years old and has recently undergone a major refurbishment. It has been transformed, to become a living example of how old buildings can be enhanced and improved through the installation of new technologies.

Since relocating in 2011, the services delivered by CEN have expanded to accommodate the needs of the community – a population of around 2500, with the highest percentage of Gaelic speakers in Scotland. It has developed into a dynamic community centre providing vital services to socially isolated groups and providing much needed employment in a fragile area. The centre attracts around 26,000 visitors per annum.

Looking ahead to the 2022 season, we plan to make changes to our café practices and enhance our good reputation by promoting and practicing sustainability. The focus will be on quality, traceability, and social responsibility. You will observe current practices across the organisation and identify areas for improvement in terms of energy savings, waste reduction and recycling.

The café already serves some locally sourced food but we want to expand this offering – aiming for 100% fresh, local produce if possible. Small producers supporting each other help build economic sustainability into the community. Working to mutual benefit delivers a better sense of business community cohesion, high transportation and commission costs are eliminated and the carbon footprint reduction.

The working hours are 37.5 per week. Flexible working hours can be arranged to suit the successful applicant.

## **Responsibilities**

- Lead on establishing a local supply chain.
- Assist to control operational costs and identify measures to cut waste across the organisation.
- Manage and review environmental documents and develop a staff induction pack.
- Develop opportunities and implement innovative solutions.

- Promote the organisation's carbon reduction initiatives on-site, through the website, social media channels and on menu cards.
- Plan and promote activities in conjunction with the wider team.
- Communicate effectively with other members of the team.
- Observe compliance with food safety standards, sanitation, and general safety regulations.
- Promote CEN's services whilst constantly striving to improve them.
- Design outcome measurements for green initiatives.
- Work with the Events and Community Coordinator to encourage the community to practice sustainability through a series of community events.
- Prepare written recommendations to improve productivity and report to the board monthly.
- Assist with daily front of house operations.
- Perform other appropriate duties as assigned by management.
- You will be flexible and adaptable, with strong communication skills.

### Criteria

- Work experience in sustainable tourism and hospitality or a similar role
- A passion for environmental sustainability
- You must be able to work on your own initiative or as part of a team
- Financial management skills
- Qualification in Business Administration or Tourism & Hospitality Management (other relevant skills can be considered)
- Some knowledge of Gaelic

Please contact me for an informal chat if you have any questions about the post. Telephone 01851810377 or e-mail [office@cenonline.org](mailto:office@cenonline.org)

To apply for this position, please send a copy of your CV along with a covering letter to Anne Macleod at [office@cenonline.org](mailto:office@cenonline.org) by the **closing date of 30<sup>th</sup> May 2022**.



