

Job Title: Operations Manager

Employer: North Uist Development Company (Trading) Limited (Uist Wind)

Salary: £30,030 pro-rata (0.4FTE – 14 hours per week)



Closing date for applications: 5pm Monday 14 February

Are you a jack-of-all-trades? Do you know your Net from your Gross? Do you get excited at the thought of wearing hard hats? Do you believe variety is the spice of life?

If so, apply now, for the new part-time Operations Manager vacancy at North Uist Development Company (Trading) Limited.

UistWind is a project of the North Uist Development Company (Trading) Limited (NUDC-T) which was initiated by members of North Uist Development Company (NUDC) and the wider North Uist community. NUDC-T was established as a Community Benefit Society in 2018, and has been set up to enable the development of our wind farm in line with the founding objectives. The project was made possible through an agreed commercial finance agreement with Triodos Bank UK as the Senior lender and, with the Scottish Investment Bank as the Junior lender through their Energy Investment Fund. A community share offer with 220 investors raised £435,500 and enabled the project to proceed to construction and operation. The development was also made possible by the Scottish Government CARES fund and the Western Isles Development Trust.

The two turbines are estimated to generate more than enough green electricity to offset that used by all homes in North Uist each year. This is equivalent electricity to power more than 1,600 homes a year and reduce carbon dioxide by over 1,275 tonnes annually. Renewable energy has an important role to play in addressing the key issues of climate change and security of supply and we recognise our role in supporting a greener future. Our conservative financial projections indicate the project will generate over £2 million over 22 years, providing on average £105,000 annually to the local community. These funds will be used to fund a variety of local projects and initiatives in direct support of local people, community groups and charitable organisations based in North Uist; in line with the Community Investment Plan.*

This new senior position will report directly to the Management Committee of the North Uist Development Company (Trading) Limited to manage the Community Benefit Society's operational business needs, working with the asset managers to maximise the revenue generated from the Company's two 900kW wind turbines at Criongrabhal near Clachan-na-Luib in North Uist.

The successful candidate will need to be self-motivated and dedicated with an affinity for the aims and objectives of the project; as well as having a quick mind and the enthusiasm to switch from liaising with engineers one day to sending out a newsletter or updating the accounts on Xero the next. The candidate will need a business mindset to be able to update the business plan annually, with technical knowhow to be able to translate technical jargon for the 220 investor Members, the Management Committee and the wider public. Strong communication and interpersonal skills are imperative, and the candidate must be experienced in financial administration, IT literate and with some project management experience to be able to update risk assessments and a risk register. They will also have a good understanding of the issues affecting fragile rural areas. Knowledge of, and affinity, for the locality is advantageous.

Responsibilities

- Business operational management, acting as primary point of contact
- Working with the project's asset managers to maximize the revenue from the wind turbines
- Managing the asset managers to ensure operational contracts are renewed on time.
- Organising regular meetings with the Management Committee and providing regular updates
- Decision making for designated actions, and liaising with the Management Committee for larger decisions.
- Communications management, including quarterly newsletters to Members, dealing with queries by telephone, email and post; and the occasional press enquiries/sending out press releases.
- Maintaining and organising records, files and databases virtually and on paper
- Book-keeping duties including checking invoices, organizing payments, updating cashflows, uploading everything to Xero and working with the accountants to produce bi-annual financial information and quarterly VAT returns.
- Liaising with the accountants, Treasurer and auditors for the annual accounts, including any information required by the Financial Conduct Authority.

- Liaising with the financial modellers and lenders for the bi-annual updates and checking the financial model for accuracy, as well as ensuring information is translated for financial cashflow management.
- Liaising with the accountants, lenders and the Treasurer to ensure timely submission of the annual financial report to the lenders.
- Management of communications with internal and external stakeholders through a variety of methods, including SSEN, the MOD, Enercon and any other ad-hoc communications.
- Organising the annual Annual Members' meeting with the Secretary and providing any associated information for the meeting papers.
- Ensuring the business plan, risk assessments and risk register is up-to-date and the lenders are kept fully informed with any changes, challenges and updates.
- Annual update of the Community Investment Plan and submission to the lenders.
- Researching and providing the Management Committee and Members with more detailed information about challenges, changes and for decisions as required; ensuring an informed decision-making process is followed at all times.
- Management of the Technical Assistant and liaising with the Asset Managers for curtailments or technical repairs or maintenance.
- Maintaining general oversight of the project, its operational loan and contract conditions to ensure compliance, its operational management practices, risks and financial management at all times, as well as keeping abreast of any associated network or renewables opportunities.
- Maintenance of the website and regular public communications through social media channels.
- Quarterly meter readings within the wind turbines and regular site checks, reporting to asset managers should there be any issues on site.
- Ensuring the Company embeds a strong health and safety ethic in its everyday practices.
- Creation and maintenance of policies and procedures to maximize efficiency, including strong procurement procedures.
- General ad-hoc duties when required including acting as an emergency contact.

Knowledge, Skills, Abilities Required

- Management experience
- Excellent financial management skills, proficient in accountancy software such as Xero
- Excellent communication skills: written and verbal
- Ability to work on your own and as part of a team
- Self-motivated, reliable, enthusiastic and committed
- Excellent attention to detail and organisational skills
- Technical knowhow and the ability to translate complex information for the layman.
- Strong computer competence (Word, Excel, websites, social media, email, PowerPoint)
- Comfortable with remote working communication technologies and practices
- Able to be based in Uist
- Flexibility to meet business needs such as evening and weekend meetings as required.
- Must have access to own vehicle and be able to evidence car insurance for business use.

Desirable Knowledge, Skills, Abilities (not essential)

- Wind energy experience, including understanding of wind yield and SCADA communications
- Knowledge of the roles and structures of organisations engaged in development support and public service delivery in the Highlands & Islands.
- Ability to speak Gaelic.

Applicants should submit their CV and a covering letter to info@uistwind.com or by post to NUDCT, Claddach Kirkibost Centre, Isle of North Uist, HS6 5EP by the closing date of 5pm Monday 14 February