

Scottish Crofting Federation

Membership support - person specification

General

Essential

- Initiative and professionalism with a clear focus on delivering a quality support service to members, staff, and volunteers.
- Motivation and enthusiasm to be part of a small but dynamic organisation serving a wide-ranging rural community.
- Trustworthiness, dependability, and positive demeanour.
- Excellent interpersonal skills.
- Ability to work unsupervised as well as in a team.

Knowledge

Essential

- Membership / client-base administration.
- Familiarity with crofting.
- experience / understanding of community development.

Desirable

- Understanding of third sector
- Gaelic

Demonstrable Skills

Essential

- Clear and effective communication - face-to-face, by telephone and in writing
- Ability to use MS Office software, particularly Access, Excel, Word, and Outlook.
- Ability to prioritise tasks and manage a varied workload to deadlines.
- Ability to manage membership services.
- Ability to use social media.

Desirable

- Ability to use other Office software such as PowerPoint and Publisher.
- Ability to use web-based applications.

Additional requirements

- Travel occasionally throughout the Highlands & Islands area or beyond.
- May need to work extended and flexible hours on occasion.