

# VACANCY

# Dreuchd Bàn

## Tourism Development Administrative Officer

Hours: 37 hours per week  
Salary: £20,000 per annum  
Fixed Term: 1 year  
Location: UOG Business Centre, Galson, Isle of Lewis, HS2 0SH

Urras Oighreachd Ghabhsainn (UOG) are currently developing facilities for tourists at the new business centre in Galson. Tourism is of strategic importance to the Galson Estate and forms part of a more integrated development strategy.

UOG are seeking to recruit a self-motivated graduate to support the implementation and management of the facilities as well as maintain the tourism-based services currently in place. Responsibilities will include marketing and administering all aspects of the infrastructure to ensure a well-managed, organised and efficient system is in place to contribute to the future success of the facilities.

The successful applicant will understand office management systems, have administrative experience and strong organisational skills. A professional and friendly demeanour is required as the ability to deal with members of the public is essential.

Experience of heritage related projects and community-led development would be advantageous.

The ability to speak Gaelic is desirable.

To be eligible to apply for this placement, you must have graduated in the last four years.

The closing date for applications is midday on Monday 4th October 2021

For an application pack please contact:  
Christine Amos, Operations Manager  
UOG Business Centre, Galson, Isle of Lewis, HS2 0SH  
Tel: 01851 850393 Email: office@uogltd.com

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