



WEST HARRIS  
TRUST

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# AN EXCITING OPPORTUNITY

APPOINTMENT OF

**Talla na Mara Manager**





# ABOUT US

The West Harris Trust is a community landowning charity, established to regenerate the local community of West Harris. We manage a diverse range of assets and the spectacular coastal landscapes of West Harris. Our work focuses on advancing community regeneration, sustainable development, and environmental conservation.

## OUR MISSION

The West Harris Trust aims to increase the population of West Harris to 200 by 2030, working with partners to create a range of housing and economic opportunities to attract and sustain a growing and balanced population. The Trust will ensure it fully represents and engages the community of West Harris, and promotes the unique environment, heritage and culture of the area in a sustainable manner.





## THE OPPORTUNITY

<b>POSITION:</b>	<b>Talla na Mara Manager</b>
<b>CONTRACT:</b>	Full time, 1 year fixed term with possible extension
<b>SALARY:</b>	£32k-£35k (dependent on experience), plus profit share
<b>LOCATION:</b>	Talla na Mara, Isle of Harris

Are you an enthusiastic and organised professional with experience in events and hospitality management? The West Harris Trust is seeking a Manager to oversee operations at Talla na Mara, an arts and entertainment venue.

This role combines event coordination, community engagement, and hospitality management and offers a fantastic opportunity to help shape and deliver memorable experiences in one of Scotland's most beautiful locations.

As Talla na Mara Manager, you will oversee the smooth running of Talla na Mara, ensuring it provides an exceptional experience for visitors and the local community. This includes managing the restaurant's operations, coordinating events, and fostering a welcoming environment for the community.

## KEY RESPONSIBILITIES

### Operational Management

- Oversee the daily operations of Talla na Mara, which includes a restaurant, gift shop and gallery, ensuring that the centre is well-maintained, welcoming, and operating efficiently.
- Act as the Premises Manager, ensuring compliance with licensing, health, and safety regulations.

### Restaurant Management

- Manage the Talla na Mara Restaurant, including recruitment and training of staff.
- Hold a personal license and work closely with the Head Chef to devise and cost menus.
- Ensure compliance with food hygiene standards and maintain strong relationships with suppliers.

### Event Planning & Management

- Promote the centre as a venue for weddings, receptions, corporate hire and private functions.
- Develop tailored packages for clients, coordinate events, and ensure a high standard of service.
- Arrange and promote a programme of arts and community events, benefiting both residents and visitors.

### Marketing & Community Engagement

- Develop and implement marketing strategies to promote the centre and its activities using social media, website, and print.
- Build a positive public image of the centre, encouraging community engagement and participation.
- Develop relationships with local artists and craft producers to showcase and sell their products within the centre.



## KEY RESPONSIBILITIES

### Financial Management

- Monitor centre budgets, control costs, and ensure financial targets are met.
- Prepare financial reports and manage invoicing.

### Strategic Development

- Contribute to the strategic direction of the centre, identifying new opportunities for growth and development.
- Lead on the delivery of new projects and services, as outlined in the Trust's strategic business plans.
- The successful candidate will ensure that Talla na Mara continues to be a thriving centre for community, arts, and tourism. This role requires a highly motivated individual who is passionate about making a positive impact in the local community and contributing to the growth and success of Talla na Mara.

## PERSON SPECIFICATION

### Essential

- Proven experience in hospitality and event management.
- Proven experience of ensuring high levels of food hygiene and general cleanliness, with evidence in the form of relevant training.
- Strong leadership and organisational skills, with the ability to manage multiple tasks simultaneously.
- Excellent communication and interpersonal skills, with the ability to build strong relationships with community members, local businesses, and stakeholders.
- Experience in financial management, including budgeting, cost control, and revenue generation.
- Experience in developing and implementing marketing strategies to increase engagement and visibility.
- Proficiency in IT, including MS Office and social media.
- Proactive, creative, and able to think strategically to solve problems and identify new opportunities.

### Desirable

- Knowledge of visitor management and enhancing tourism offerings in remote areas.
- Knowledge of Gaelic language and culture.
- Experience in social media management.
- Experience of the arts and/or retail sector.





# JOIN US

Are you ready to make a difference in a role that combines creativity, community and hospitality?

To apply, please send your CV and a covering letter outlining your experience, skills, and why you are the perfect fit for the role of Talla na Mara Manager to [admin@westharristrust.org](mailto:admin@westharristrust.org) by **5pm on Friday 10th January 2025**.

Interviews will take place on 22nd-23rd January 2025.

To arrange a confidential, no obligation call to discuss this opportunity, please visit <https://calendly.com/orbit-agency/recruitment-confidential-call> or email [claire@orbit.agency](mailto:claire@orbit.agency).

Visit [www.tallanamara.co.uk](http://www.tallanamara.co.uk) to learn more about Talla na Mara and [www.westharristrust.org](http://www.westharristrust.org) to learn about the work of the West Harris Trust.

Join us and help create memorable experiences and a stronger community at Talla na Mara!

