



Provisional Job Description – Subject to funding and final amendments

Job Title:	Community Transport Project Administrator
Reporting to:	Local Development Manager, Applecross Community Company
Time:	10.5 hours / week (0.33 FTE / 1.5 days)
Duration:	36 months (1 st March 2024 to 28 th February 2027)

Background

Applecross Community Company is both a registered Scottish charity (OSCR SC042865) and a registered company (Companies House SC342825). The overall aim of the Company is to promote sustainable development on the Applecross peninsula through the management of community owned land and assets.

The Applecross Community Company (ACC) has received a three-year grant award from The Highland Council's Community Transport Grant. The grant award is supported by the leasing of two eight-seater vehicles to ACC by the Council. This Community Transport Project aims to improve access to transport on the Applecross peninsula and deliver three forms of community transport, with the following outcomes:

- a) Providing School Transport services, under contract to the Highland Council, which will enable eligible children to access this critical public service.
- b) Making the vehicles available to Applecross Primary School and Nursery for in-school usage for events and activities within and beyond Applecross. This will improve children's access to outdoor, cultural and educational events and activities.
- c) Working with Applecross lunch-club, the Applecross Community Hall, Applecross Gym and other local groups to ensure the vehicles are available for community use. This will reduce social isolation, improve health and well-being and empower older and more vulnerable residents to live longer independently.

Purpose of the Role

The propose of the Community Transport Project Administrator is to manage the overall project and ensure its objectives are being delivered.

Key Responsibilities

The Community Transport Administrator will be responsible for delivering the project's aims and objectives, including the following:

1. Administer the Community Transport Grant, including providing regular external narrative and financial reports (as required) to the Highland Council, keeping track of all paperwork, invoices, expenses and other grant requirements, and meeting with the Highland Council Community Transport team, as required.
2. Manage the School Transport Driver and ensure the School Transport contractual obligations are met.
3. Ensure all regulatory requirements relating to the project are fulfilled and kept up to date.
4. Establish and oversee a diary booking system for the vehicles, including monitoring ongoing use of the vehicles by different user groups across the community.
5. Promote the use of the vehicles amongst different users groups within Applecross, through a variety of activities.
6. Communicate effectively about the project, targeting existing users, potential users, and those outwith Applecross, across various social media platforms, ACC newsletters, mailing lists, posters and other formats.
7. Ensure the vehicles undertake their 10-weekly maintenance checks.
8. Working with ACC's Book-keeper to administer and report on all expenses relating to the project, including fuel cards and other costs.
9. Regularly meet with ACC's Local Development Manager, provide written and verbal reports to ACC's Board of Directors and attend ACC Board meetings, as required.
10. Attend ACC Team meetings and other events, as required.
11. Other tasks related to ACC's Community Transport Project as required by the Directors.