Operational Support

# Part-time 28 hrs/week, salary based on experience

**Working with Blairgowrie and Rattray Development Trust (BRDT)**

Blairgowrie & Rattray Development Trust (BRDT) is a community led organisation whose mission is to make a positive impact & enhance the lives of the people of Blairgowrie and Rattray by helping to coordinate, communicate and promote what is going on in our town & support the activities & progress of the Blairgowrie & Rattray Community Action Plan.

# The Position

We are looking for a proactive, organized, caring and engaging individual to take on the role of Operational Support. The position provides support to BRDT Core Projects & the general operation of the Trust.

The post will be directly responsible to the BRDT Operations Director & will require working within provided guidelines & on your own initiative. It will involve ﬂexible working, good organisation & priority setting.

The role will be varied & will include face-to-face interactions & digital channels to engage with our internal team, community groups & businesses, ensuring smooth coordination of our services.

Join our team if you would like to make a positive impact in our community & play a pivotal role in promoting & supporting our town.

# Location:

The post will be located in Blairgowrie & Rattray but is ﬂexible to allow for working from home and to meet project needs.

# Skill sets

* Demonstrable experience of successfully working to targets
* Experience of internal (and external) partnership working
* Excellent verbal and written skills and ability to communicate concisely and eﬀectively
* Flexibility to cope with the varying demands of the role, managing time eﬀectively to achieve the desired results

# Please apply in writing with your CV to:

[admin@brdt.org.uk](mailto:admin@brdt.org.uk)

Closing date: 15th November 2023