

**Shapinsay Development Trust**

**Boathouse Co-ordinator**

20 hours per week

£11

Based in Shapinsay, Boathouse

Shapinsay Development Trust are looking for a flexible and organised co-ordinator to manage the transport service and provide administrative duties to the Boathouse. The successful candidate will be skilled in all aspects of office administration and competent and confident in the use of all Microsoft Office systems. You will also be friendly, approachable and able to deliver a high standard of customer service. Previous experience in a similar role is preferred but not essential.

**Relief Driver**

£8.25

Based in Shapinsay, Boathouse

Shapinsay Development Trust are looking for individuals to help deliver the Trust’s transport service. The successful candidate will have experience of delivering a high standard of customer service and the ability to drive a vehicle to a competent and safe standard.

**Cleaner**

£8.25

2 hours per week

Based in Shapinsay, Boathouse

Shapinsay Development Trust are looking for a cleaner for their office, The Boathouse, Shapinsay. You will be responsible for the up keep of the building with key duties including sweeping, vacuuming, polishing and dusting all main areas, for example, offices, meeting rooms, main entrance, toilets and corridors.

Deadline for all posts: Thursday 17th November 2016 at 5pm. Interviewing week beginning 21st November 2016.

Applications can be emailed from Hannah Ker at Hannah.ker@vaorkney.org.uk or 01856872897. Applications will also be available at http://www.orkneycommunities.co.uk/shapinsay