

**MG**

**ALBA**

**RECRUITMENT PACK**

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### **A word from our Chief Executive...**

We are seeking a highly organised and collaborative Organisational Development & Support Officer to join our team. You will play a key role in supporting colleagues and managers across the organisation.

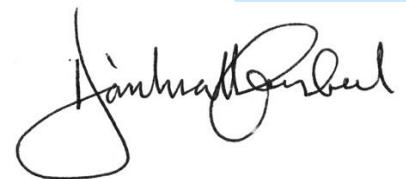
This position will contribute to effective project delivery, strengthen our Equality, Diversity & Inclusion and Wellbeing commitments, and provide essential day-to day support to staff, partners and tenants based in our Stornoway media campus.

It is an exciting time to be part of something worthwhile, and if you have the right skills and attitude to make a difference we would like to hear from you.

Within this pack you will find the job description, job advert and instructions for application.

If you have any disability, access, or inclusion requirements, please let us know. Our team will be happy to make any reasonable adjustments you need to take part fully in the recruitment process.

We look forward to receiving your application.



**Dòmhnall Caimbeul**  
**27/04/26**

# OUR WORLD



## GAELIC FOR EVERYONE



## WHEREVER YOU ARE

**BBC ALBA** 

Learn  
Gaelic

Speak  
Gaelic

**FILMG** 

# OUR VALUES

## CREATIVITY

We enable the creation of high-quality Gaelic content.

## AUDIENCE

We are informed and inspired by our audience.

## AMBITION

We strive for and deliver excellence.

## PARTNERSHIP

We achieve through collaboration.

## RESPECT

We listen; we encourage; we are fair.



## Organisational Development & Support Officer

<b>Job Title</b>	<b>Organisational Development &amp; Support Officer</b>	<b>Grade</b>	<b>C2</b>	<b>Weekly Hours</b>	<b>37</b>
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**Location** Stornoway

**Salary Range** £33,954 - £38,148

**Responsible for** Ensuring the Director of People, Partnerships and Development is kept up to date in relation to all relevant projects under Organisational Development remit. Including the action plans and tasks for:

- EDI Plan
- Wellbeing Plan
- FOI and DPO email accounts
- Department workflows on Monday.com

**Accountable to** Director of People, Partnerships and Development

**Working Relationships** The post holder will work in a team led by the Director of People, Partnerships and Development. The job will require excellent communication skills and the ability to collaborate effectively with colleagues and managers across a wide range of business areas daily. The post holder will also have direct and constructive relationships with consultants, tenants, contractors and the landlord.

**Objective**

- To provide general administration support to managers and colleagues
- To provide project delivery support
- To implement actions in MG ALBA's Equality, Diversity and Inclusion (EDI) and Wellbeing plans
- To provide support to staff, users and tenants of the MG ALBA offices/building

**Key Results** Practical, swift and efficient completion of projects/tasks to support relevant managers in areas including, but not limited to:

- Administration and workflow management of own team (see Key tasks)
- FOI, Data management, and Safeguarding
- Training initiatives and events
- Consultations
- Fulfilment of action plans for EDI and Wellbeing
- Providing a high-quality on-site experience to stakeholders, visitors, trainees and work experience placements

**Key Tasks** **Department**

- Daily/weekly planning with: Director of People, Partnerships and Development; Partnerships & Projects Manager; Learning & Development Manager; and other relevant colleagues.
- Drive department workflows on Monday.com

- Manage and progress collaborative documents for the departments, including consultations and papers with multiple authors or reviewers
- Set up internal team meetings and external stakeholders/ partner meetings
- Drive the implementation of the EDI and Wellbeing plans
- Attend to the administration, correspondence and communication aspects of MG ALBA's sector training initiatives, and be the on-site host for training or community events
- Ensure that participants in MG ALBA's school/educational and work experience placements are hosted in a safe, well-managed and enjoyable way in both the Stornoway and Glasgow offices
- Attend to actions required under MG ALBA's Safeguarding policy when MG ALBA sector training initiatives or on-site visits take place
- Provide hospitality and business meeting services for groups and individuals visiting the Stornoway office, ensuring the provision of IT/AV support when required

### **Wider organisation**

- Provide timely, intensive and practical administrative and support to MG ALBA management across the organisation, including minute-taking and action implementation as appropriate
- Undertake research for senior managers as appropriate
- Daily checks of FOI and DPO emails, and liaising with in-house Counsel as matters arise, taking instructions on actions to be completed
- Attending to actions required to fulfil MG ALBA's data protection and records management obligations
- Support the Technology & Estate team in day-to-day management of the MG ALBA office facility when appropriate
- Provide holiday and sickness cover for relevant colleagues when appropriate
- Provide occasional reception services as required

### **Core Skills**

- Excellent interpersonal and communication skills (oral and written) in both Gaelic and English
- Relevant qualifications and / or previous experience of an enhanced administrative or management role
- Strong attention to detail and ability to work with agility across projects / multi-task
- Able to work well on own initiative and exercise good judgement in prioritising according to urgency and priority.
- Ability to anticipate issues in advance, providing solutions, recommendations and escalation in a timely manner
- Experience of working under pressure
- Strong working knowledge & skills with all Microsoft Office packages
- Ability to create high quality documents and reports for board, committee and colleagues
- Strong team player, able to work consultatively and to manage upwards
- Excellent organisational and planning skills

- Ability to build and maintain excellent working relationships internally and externally
- High level of commitment to personal and professional development

**Duration:**

**Permanent**

## Advert

Thig còmhla rinn / Join us!

We are recruiting!

We are looking for an **Organisational Development & Support Officer**. You will be someone who brings fresh ideas, a practical solutions-focused approach and a strong commitment to collaborative working.

You will provide high-quality administrative and project support to colleagues and managers, contributing to key priorities including our EDI and Wellbeing plans. You will support staff, users and tenants helping create a positive well-organised working environment.

To be successful in this role, you will be a confident and approachable communicator in both Gaelic and English, with strong organisational skills and attention to detail. You will be comfortable managing a varied workload and using your initiative to anticipate needs, while bringing relevant experience, strong digital skills and a proactive, supportive approach.

Alongside a competitive salary, you'll also have access to range of benefits, which include:

- Contributory pension scheme – 10% Employer contributions, additional 5% if matched.
- 31 days annual leave + 6 days public holidays (pro rata)
- Gym membership opportunities
- Family-friendly & flexible working practices
- Cycle to Work Scheme
- Working for an employer who has been awarded Investors in People (Gold), We Invest in Wellbeing (Standard) and Investors in Young People (Gold)

Closing Date for applicants – **Friday 8 May 5pm. Late applicants will not be accepted.**

### **Instructions for Application:**

Please send your CV and covering letter to [hr@mgalba.com](mailto:hr@mgalba.com) explaining why you should be considered and your understanding of how you can successfully fulfil the position.

# MÒRAN TAING!

