

JOB DESCRIPTION

JOB TITLE	Facilities Manager: North Yell Development Council (NYDC)
RESPONSIBLE TO	NYDC Development Manager will act as Line Manager
RESPONSIBLE FOR	Not responsible for other staff
PURPOSE STATEMENT	The role is to manage all aspects of NYDC property including Garth Wind Farm, Cullivoe Harbour Industrial Estate, Cullivoe Marina, Cullivoe Growing Area, Sellafirth Business Units, NYCS shop building and 10 Greenbank Terrace as well as any future property acquired or created by NYDC.
MAIN DUTIES	<p>The characteristics of the Main Duties are:</p> <p>Responsibility for management of all NYDC properties including...</p> <ul style="list-style-type: none"> • Maintenance • Insurance including renewal of cover and claims • Services including renewal of supply contract • Health and safety • Leasing, reservation, invoicing and payments • Tennant/client liaison and enforcement of site rules • Any other duties deemed appropriate by the line manager <p>With specific reference to Garth Wind Farm duties will include day to day management of Garth Wind and communicating with relevant parties. These include:</p> <ul style="list-style-type: none"> ➤ Ofgem, including acting as superuser ➤ FIT administration including REGO sale ➤ Enercon including operation and maintenance contract ➤ Extraction of information from Enercon SIP/SCADA ➤ Monitor Enercon T codes and compensation payment ➤ Facilitate or produce monthly windfarm performance reports ➤ Arrange windfarm inspections when required ➤ Facilitate access to windfarm and substation for Enercon and others including in snow/ice conditions ➤ Service providers for Satellite communications ➤ Meter provision, read meter and submit readings as required ➤ Process HH meter data for invoicing, records etc ➤ Consultants/Advisors ➤ SSE/Lerwick Power Station ➤ All aspects of the ANM system

	<ul style="list-style-type: none"> ➤ Landlord rent payments and aspects of lease agreement ➤ Connection Agreement ➤ Banking, lawyers, accountants and auditors ➤ Raise invoices for FIT generation/export and PPA ➤ Issue purchase orders <p>Provide support for Garth Wind Directors including attending meetings and updating as required. Organise training for Directors if required</p> <p>Gain understanding of how the various components of the windfarm interact in order to respond appropriately to any situation.</p> <p>Gain understanding of how the various organisations connected to the windfarm interact and who to contact in response to problems.</p> <p>Carry out basic tasks on the turbines under instruction from Enercon</p> <p>Carry out tasks on satellite comms system.</p>
CIRCUMSTANCES OF POST	<p>The post is permanent. There will be a probationary period of 6 months.</p> <p>The post is based at North Yell. Office and equipment will be provided.</p> <p>The post holder is expected to work for 35 hours per week. Evening and weekend working will be required, and flexible/remote working is available.</p> <p>The post holder will need to liaise and work with a wide range of organisations located both within and outside Shetland. Some travel may be necessary subject to agreement with the line manager. Any agreed travel and subsistence costs will be reimbursed at Scottish Government public sector standard rates. Details of rates will be available.</p>
HOW TO APPLY	Please send a short and relevant CV and a one-page cover letter referring to the Person Specification to office@northyell.co.uk by 9am, Monday 19 th May 2025.
SALARY	£35-45k dependent on qualifications, skills and experience
DATE PREPARED	April 2025

**NORTH YELL
DEVELOPMENT
COUNCIL
FACTSHEET**

- North Yell Development Council is a Company Limited by Guarantee, and a registered charity.
- Its activities are limited to its geographical area which is defined by the postcodes of the North Yell area. It has 111 members.
- The membership elects a board of directors each year at the AGM.
- NYDC is the sole shareholder of Garth Wind Ltd which owns 5 Enercon E44 turbines with an installed capacity of 4.5Mw.
- Profits from Garth Wind will fund the employment of a facilities manager and will provide substantial sums for community development over the life of the wind farm.
- Community development investment is based on a community development plan produced by community input derived from extensive consultation. NYDC has policies on which to base investment decisions in order to make this a transparent process.
- NYDC also pursue external match funding where possible to supplement wind farm profits to maximise community benefit.
- NYDC owns Cullivoe Harbour Industrial Estate. This site has recently been extended and now contains 14 sites and covers an area of 17,810m², with sites let to local businesses and employers.
- NYDC owns a 28 berth marina at Cullivoe Harbour, for commercial, recreational and tourism vessels. All available berths are currently let, with 5 berths kept for visitor use during the Summer. The marina includes an amenity building with toilet, shower and laundry facilities.
- Investment in the developments at the harbour to date is £3.2m. Now that planning restrictions have been eased a 5 berth caravan park is also planned to be developed at the harbour site.
- NYDC operates a growing area consisting of 4 polycrubs at Cullivoe.
- NYDC owns units 3 and 4 at the Sellafirth Business Park. Based on community consultation it is intended to use these as a community hub, for various business and community development projects.
- NYDC is the sole shareholder of North Yell Community Shop, which operates a shop and post office at Cullivoe
- NYDC owns 10 Greenbank Terrace which will be rented under a local lettings policy focussed on bringing working families into our community. It is envisaged that further rental properties will be added to NYDC's portfolio over time.