

# Assistant to the Founder

## SRITC (Scottish Rural and Islands Transport Community) CIC

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### Our vision

SRITC was founded in late 2017 and became a CIC (Community Interest Company) in June 2021. This built upon the success of conferences in 2018 and 2019 and subsequently online monthly cafes and two online Conferences in 2020 and 2021.

SRITC brings together a wide range of stakeholders involved in rural transport and mobility, from communities and development trusts to service and technology providers. By bringing together the breadth and depth of stakeholders, the vision is to improve economic growth, rural development, access to health, education, tourism (and the list goes on) by acknowledging the role of transport in achieving these improvements and bringing practical solutions and partnerships to make change a reality, not something merely talked about.

### The role

Jenny Milne<sup>1</sup> is the founder of SRITC and the role is to support Jenny on a day-by-day basis. No one day will be the same and the roles will be varied, ranging from administration tasks to project and event management. SRITC has grown and subsequently Jenny needs support, and with funding from Smarter Choice Smarter Places (SCSP), we are able to offer this post for 12 months. Hours to be confirmed but this role would suit someone who is self-employed and has between 4-8hrs a week available.

### *Key responsibilities*

- Responsible for the small amount of bookkeeping including using Free Agent
- General administration tasks ranging from organising meetings, taking minutes, emails, customer/client liaison
- Assisting with report or bid writing, creating presentations, writing content for online - be that the website or social media
- Assisting with event management: monthly cafes to the annual Gathering
- Working with Jenny, who is known for her entrepreneurship and energy as is evident by founding SRITC and creating the CIC.

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<sup>1</sup> <https://www.linkedin.com/in/jenny-milne-3005b629/>

## Job details

Perm or contract 12month from November 2020	Full-time or part-time Part Time	Hours 4-8hrs per week but this may vary
Any special requirements  This is a self-employed position	Location This will be home based	

## Key skills and experience required

- Ideally the candidate will understand the complexities of rural living and or preferably the challenges of transport in less densely populated areas
- Familiarity with online software or the ability to learn such as LinkedIn, mail merge (Mailchimp etc), Microsoft product range, Zoom etc
- Good interpersonal skills. By this we mean someone who has character and is happy to be part of a team whilst also able to work alone without needing much direction.
- The ability to deliver an idea/event/project. SRITC is very practical and relies on the sharing of knowledge to help others, so this quality will be important to the SRITC Community.

## How to apply

To discuss the role further please email [jenny@ruralmobility.scot](mailto:jenny@ruralmobility.scot). Alternatively, submit a current Curriculum Vitae along with a covering letter outlining why you would be suitable for the role and what unique skillset you could bring to this new social enterprise.