JOB DESCRIPTION

Job title: Project Manager, Faclair na Gàidhlig.
Responsible to: Principal, Sabhal Mòr Ostaig/Convener, Faclair na Gàidhlig Management
                            Board.
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1. Faclair na Gàidhlig

Faclair na Gàidhlig is an inter-university initiative involving the universities of Aberdeen, Edinburgh, Glasgow, Strathclyde and Sabhal Mòr Ostaig UHI with the aim of producing a comprehensive dictionary of Scottish Gaelic edited on historical principles similar to those applied in the multi-volume dictionaries already available for English and Scots. Faclair na Gàidhlig is core-funded by the Scottish Funding Council and Bòrd na Gàidhlig and funding is in place for 2018-23.

The Lead Institution and base for lexicographical work is Sabhal Mòr Ostaig UHI. The digital corpus on which the dictionary will be based is being compiled at the University of Glasgow under the auspices of the Digital Archive of Scottish Gaelic (DASG). The next five years will see completion of the digital corpus for the dictionary, development of systems and beginning of compilation and online publication of the dictionary.

2. Job Purpose

This is a senior administrative appointment, working closely with the Director of Lexicography, the Academic Director, the Principal Investigator and the Partnership. The principal purpose of the post is to develop, implement and manage all non-academic work related to Faclair na Gàidhlig and to facilitate the success of the project in its academic aims.

3. Main duties and responsibilities

3.1. Strategic Planning Role

- Working with the core leadership team and wider stakeholders to drive the development, implementation, promotion and monitoring of the project's strategy and planning.
- Ensuring effective integration of academic, administrative and resource planning for the project.
- Developing, co-ordinating and monitoring an implementation plan for the project.
- Supporting the development of Key Performance Indicators and targets for the project.
- Evaluating and monitoring progress and reporting thereon to the Partnership and to external funding agencies, government bodies and other stakeholders.

3.2. Liaison Role

- Liaison between the lexicographical team, external consultants and other stakeholders.
- Liaison with the Principal Investigator in relation to project management, funding and implementation.
- Liaison with appropriate Finance and HR Personnel in the Lead Institution.
- Liaison with funding agencies.
- Liaison between the Management Board and Editorial Board to ensure awareness of progress and enable effective forward planning.
- Liaison with senior administrative and academic managers across the partnership institutions.

- Liaison with key members of the DASG team and finance personnel at the University of Glasgow in relation to Faclair na Gàidhlig's contribution to the DASG project.
- Liaison with key personnel in projects that may be part of Faclair na Gàidhlig development from time to time.
- Liaison with communications and marketing personnel in the partnership institutions and funding agencies in the development, implementation and monitoring of a communication strategy for the project.
- External liaison in attending events and functions, preparing and giving presentations on the project as appropriate.

3.3. Management Role

- Monitoring progress with respect to project targets.
- Ensuring efficient and effective use of project resources.
- Co-ordinating organisation of Board meetings, staff recruitment, and events.
- Providing minutes of Board meetings in accordance with the requirements of the Management and Editorial Boards.
- Providing reports to the Management Board and/or Principal Investigator(s) to enable effective monitoring of the project.
- Providing drafts of Annual Reports, and other reports as required, to funding agencies for scrutiny and subsequent submission on behalf of the Principal Investigator(s).

3.4. Development Role

- Identifying ways to fit the long-term dictionary project into the current funding strategy.
- Developing and drafting funding proposals in consultation with the Management Board in line with the Faclair na Gàidhlig Business Plan in order to maintain a continuous funding stream and sustain growth of the project.
- Taking responsibility for administration of additional income at project level.

4. Knowledge, Skills and Experience Required

Essential

- High level administrative and management skills.
- An ability to understand and contribute to the academic development of the project.
- Education to honours degree level or equivalent.
- Good communication and interpersonal skills including ability to communicate with partners, stakeholders, the media and the public.
- Understanding of financial management.
- Ability to work independently and as part of a team.
- Excellent writing skills and ability to draft concise and clear funding bids.
- Experience of using social media to support fundraising.
- Understanding of linguistic and cultural context of the project.
- Good IT skills including Excel, Word and Power Point.

Desirable

- Knowledge and understanding of the Scottish higher education sector.
- Interest in language and cultural development.
- Communicative ability in Gaelic.

5. Job Context

This is an exciting stage at which to join a major national undertaking for the Gaelic language. The post presents a unique opportunity for an individual seeking a challenging and fulfilling post in the cultural context. The initial stage will involve assuming an important role in the establishment of Faclair na Gàidhlig as a Centre in order to sustain the dictionary and enable research activity to support lexicography. In the longer term, the post will encompass a development role to sustain the Centre and grow the team. Success in this sphere will accelerate production of the dictionary and increase research opportunities in Gaelic.

Faclair na Gàidhlig is committed to securing and enhancing the status of Gaelic. The successful applicant, if not already proficient in Gaelic, will be required and supported to take a serious interest in learning, or improving competence in, the language.