**Vacancies for Casework Administrators at the Crofting Commission**

**We are currently seeking applications for several Casework Administrators within the Crofting Commission. This is for a 23 month post and will be based working from home. Equipment will be provided but candidates must have a good broadband connection. Salary will be £20,864/year, based upon a full time equivalent contract under an Agency contract with Global Highland.**

 **About the role**

The Crofting Commission is a Non-Departmental Public Body of approximately 50 staff. The organisation is responsible for the regulation of crofting and maintains a register of crofts. Crofting is a traditional system of smallholdings unique to certain areas of Scotland, particularly the Highlands and Islands. Crofting brings a range of benefits such as sustaining rural communities, supporting biodiversity and low intensity, small scale food production. Crofting is supported by considerable legislation that gives rights to crofters and protects crofting land for the future, in which the Crofting Commission has a pivotal role.

The role sits within the team processing regulatory and registration applications for the Crofting Commission. These include a wide range of applications in which crofters can apply to make a change to their croft. The casework administrator role will involve checking applications are correct, corresponding with the applicant about their application, updating information on the case processing system and preparing the resulting official orders and directions. You will get to know a range of regulatory processes and will receive training on the legal background as well as the practical processes involved and how to correspond with applicants.

You will work from your computer and will become familiar with using the case work processing system known as CIS. You will also regularly use Microsoft Outlook, Teams, Edge and Adobe Acrobat. The job is interesting, varied and busy, and you will become familiar with the range of applications and learn about the variety of croft situations. Once you are experienced in the role you will have the opportunity to be involved in improvement groups and you will also have the opportunity to learn basic Gaelic conversation if you wish to.

The job would suit someone who has an eagerness to learn and is confident using IT systems. The role will be entirely home based and would be best suited to those based within the crofting counties. You are expected to have a good standard of broadband. The hours are 37 hours a week and candidate can also request part time hours of 4 days a week. The post will be for 23 months including an initial 6 month probation period.

If you are interested in the role please get in touch with Fiona Milligan at Global Highland for further details of how to apply: Fiona.milligan@globalhighland.com.

The deadline for applications will be 7th January 2022. Interviews will take place on the week beginning the 17th January and the start date will be the 31st January.

**Qualifications Required**

For jobs in Band A, you must hold a minimum of 5 Standard Grades (grades 1–3) or Ordinary Grades (A-C) including English and a numerical subject.

Other qualifications equivalent to these may also be acceptable, if you are in any doubt please contact to discuss.

Please note: If you fail to demonstrate how you meet the minimum qualifications as stated above, your application will be automatically sifted out.

**Essential Criteria**

1. Confident using and learning IT/online programs such as Microsoft products.
2. Ability to work quickly whilst maintaining a good standard of work.
3. Strong organisation skills and ability to handle competing priorities.
4. Excellent communication skills. Demonstrated ability to communicate well in situations such as working as part of a team or dealing with customers.