



RIANAIRE

An t-Ògmhios 2025
June 2025



Eòrpa agus Alba
Mòran Bheinneachan na h-Eòrpa
A' tairgadh ann an Àrd-Ìrleann Òisealla, Seachdhaich is Inghalbhaidh



COMHARLE NAN EILEAN SIAR



Highlands and Islands Enterprise
Iomairt na Gàidhealtachd's nan Eilean





ceòlas

Rianaire | Administrator



Seòrsa Cùmhnant

Cùmhnant aon bhliadhna, le cothrom air leudachadh.

Uairean

30 uairean

Àite

Cnoc Soilleir, Dalabrog, Uibhist a Deas – cothrom air obair shùbailte agus *hybrid*

Tuarastal

£26,000 sa bhliadhna (làn-ùine)/pro-rata airson uairean pàirt-ùine

Sochairean

'S e Fastaiche Obair Chothromach agus Fastaiche Tuarastail Bhith-beò barantaichte a th' ann an Ceòlas Uibhist Earranta. Roghainn air peinnsean le People's Pension. Saor-làithean bliadhnail – 26 làithean agus 9 saor-làithean poblach. Poileasaidh obrach sùbailte a leigeas le luchd-obrach ùine reusanta a ghabhail dheth an àite uairean air an obrachadh (TOIL).

Eile

Le nàdar na dreuchd, bidh e mar dhleastanas air an Rianaire obrachadh corra fheasgar agus deireadh-sheachdainean mar a dh'fheumar.

Clàr-ama tagraidh

Ceann-là thagraidh – Diardaoin 17mh dhen Iuchar aig meadhan-là (12f)
Gus tagradh a dhèanamh – cuir a-steach Curriculum Vitae (CV) agus litir ghoirid tagraidh.

Ath cheumannan

Bidh agallamhan gan cumail air an t-seachdain a' tòiseachadh 28mh dhen Iuchar, ann an Cnoc Soilleir, Uibhist a Deas
Bidh cosgaisean agallaimh ri fhaighinn.

Rianaire | Administrator



Contract Type

One year contract with the potential for an extension.

Hours

30 hours

Location

Cnoc Soilleir, Daliburgh, Isle of South Uist – hybrid and flexible working options

Salary

£26,000 per annum (full time equiv.)/pro-rata for part-time hours

Benefits

Ceòlas Uibhist Limited is a Fair Work Employer and an accredited Living Wage Employer

Pension opt-in with People's Pension

Annual leave – 26 days plus 9 days public holiday

Flexible work policy enabling employees to take reasonable time off in lieu

Other

Due to the nature of the role, the Administrator will be required to work some evening and weekends as necessary.

Timescales

Closing date for applications – Thursday 17th July at 12pm

To apply – simply send in a copy of your Curriculum Vitae (CV)

accompanied by a short application letter

Next steps

Interviews will take place w/c 28th July in Cnoc Soilleir, Isle of South Uist. Interview expenses will be available.



ceòlas

Dleastanasan

- Taic a thoirt do luchd-ùidh leis a h-uile ceist choitcheann.
- Clàran-gnothaich a chruthachadh agus geàrr-chunntasan a ghabhail airson coinneamhan luchd-obrach.
- Siostam faidhlidh eagraichte a chumail suas.
- Siubhal is àite-fuirich a chur air dòigh airson luchd-obrach, agus daoine eile bho thaobh a-muigh na buidhne.
- Rian a chumail air stòr-dàta ballrachd agus stiùireadh air pròiseasan GDPR.
- Clàradh, rèiteachadh agus bancadh gach pàigheadh tro Xero agus cunntas banca a' chompanaidh.
- Taic le pàigheadh luchd-obrach.
- Sùil a chumail air clàran-ama, agus a' clàradh shaor-làithean agus neo-làthaireachd.
- Cuir a-steach inntigidhean dàta airson co-ionannachd, iomadachd agus in-ghabhail (EDI), atharrachadh na gnàth-shìde, agus àireamhan luchd-èisteachd.
- Taic a thoirt don Mhanaidsear Obrachaidh Eadar-amail ann a bhith ag ullachadh aithisgean don bhòrd gu cunbhalach.
- Taic a thoirt don Mhanaidsear Obrachaidh Eadar-amail agus don Stiùiriche Chruthachail, mar a dh'fheumar, ann a bhith ag aithris agus ag ullachadh iarrtasan maoinachaidh.
- Taic a thoirt do chur an gnìomh ar Poileasaidh agus Plana Gàidhlig.
- A' leasachadh agus a' toirt taic do dhealbhadh agus libhrigeadh a' phrògram thachartasan fad na bliadhna.
- A' co-òrdanachadh agus a' riaghladh bùth na làraich-lìn, le uallach airson bathar.
- A' toirt seachad taic theicnigeach le stèidheachadh PA, fuaim agus solais – thèid trèanadh a thoirt seachad.
- A' cumail sùil air leabharlann Ceòlais agus catalogadh stuthan.
- Dleastanasan sam bith eile a thathas a' meas iomchaidh airson na dreuchd seo.

Responsibilities

- Support stakeholders with all general enquiries.
- Create agendas and take minutes for staff meetings.
- Maintain an organised filing system.
- Organise travel and accommodation for staff and other external contacts.
- Membership database administrator and GDPR process lead.
- Support with recording, reconciliation and banking of all payments through Xero and the companies bank account.
- Support with payroll.
- Monitor time sheets, recording holidays and absences.
- Input data entries for equality, diversity and inclusion, climate change and audience figures
- Assist the Interim Operations Manager in the preparation of reports to the board on a regular basis.
- Assist the Interim Operations Manager and Creative Director, where required, in the reporting and preparation of funding applications.
- Support the implementation of our Gaelic Language Policy and Plan
- Develop and support the organisation and implementation of our year-round programme of events
- Co-ordinate and manage our online shop with responsibility for merchandise
- Provide technical assistance with PA set-up, sound and lighting – training will be provided
- Oversee Ceòlas' library and the cataloguing of materials
- Any other duties deemed appropriate for this post.

Sònrachadh Tagraiche

Raon

Tuigsean

- Tuigse air co-theacsa cultarail Uibhist agus nan Eilean Siar

Sgilean agus Comasan

- Neach-labhairt misneachail sa Ghàidhlig
- Sgilean conaltraidh làidir
- Sgilean IT math agus deagh eòlas obrach air aplacaidean Oifis no eile
- Obair-sgioba agus sùbailteachd
- Comas air obrachadh gu neo-eisimeileach, uallaichean obrach a choileanadh gu h-èasgaidh, agus a lìbhrigeadh a rèir chlàran-ama sònraichte
- Sgilean eagrachaidh fìor-mhath

Riathanach

Miannach

- Tuigse air oidhirpean ath-bheothachadh na Gàidhlig gu nàiseanta, gu h-àraidh anns na roinnean foghlaim is poblach
- Sgilean litearachd sa Ghàidhlig
- Eòlas air XERO no bathar-bog cunntasachd eile agus eòlas air cunntasan a chothlamadh agus a luchdachadh suas
- Rianachd làrach-lìn Wordpress, no rudeigin coltach ris
- Eòlas air diofar mheadhanan sòisealta

Sònrachadh Tagraiche

Raon

Foghlam agus eòlasan

Eile

Riathanach

- Eòlas air cànan no dualchas na Gàidhlig, no ann am margaidheachd, conaltradh, no raon co-ionann.
- Deònach Enhanced Disclosure Check a dhèanamh

Miannach

- Teisteanas ann an Gàidhlig.
- Cead dràibhidh slàn agus cothrom air càr – ach chan eil e riathanach.

Person specification

Criteria

Knowledge

- An understanding of the cultural context of Uist and the Western Isles

Skills and abilities

- Confident Gaelic speaker
- Very good communication skills
- Good IT skills and good working knowledge of Office applications or equivalent
- Team working and flexible
- Ability to work independently, proactively manage workload and deliver to given timetables
- Excellent organisational skills

Desirable

- An understanding of Gaelic revitalisation efforts nationally, principally in the educational and public sectors
- Gaelic literacy skills
- Experience of XERO or other accountancy software and previous experience collating and uploading invoices
- Wordpress, or similar, website administration
- Knowledge of various social media platforms

Person specification

Criteria

Education & Experience

Other

Essential

- Experience in Gaelic language or culture, or in marketing, communications, or an equivalent field.
- Willingness to undertake an Enhanced Disclosure Check

Desirable

- Qualification in Gaelic language.
- Full driving licence and access to a vehicle – not essential



MU AR DEIDHINN

ABOUT CEÓLAS



Mu ar Deidhinn

Tha Ceòlas a' toirt cothrom sònraichte air eòlas fhaighinn air dualchas beò ann an coimhearsnachd bhlàth Ghàidhlig. Tha a' bhuidheann ag amas air ceòl, cànan, cultar agus dualchas a chomharrachadh, adhartachadh agus a thogail, a' co-obrachadh le coimhearsnachdan ionadail, nàiseanta is eadar-nàiseanta aig a bheil na h-aon ùidhean agus amasan.

Tha Ceòlas ag amas air:

- Brosnachadh an dà chuid leasachaidh eaconamaich agus shòisealta le bhith a' dol an sàs cuide ris a' choimhearsnachd ionadail, a' tàladh luchd-tadhail, agus a' cruthachadh chothroman.
- Cumail suas agus neartachadh ceanglaichean eadar Uibhist a Deas agus Ceap Breatainn, agus le coimhearsnachdan Ceilteach eile.
- Lìbhrigeadh teagaisg bharrachd.
- Co-roinneadh eòlas ann an lìonrachadh agus cur air dòigh thachartasan.

Bho chaidh a stèidheachadh ann an 1996 le Hamish Moore, le taic bho Phròiseact nan Ealan, tha Ceòlas air fàs bho bhith na sgoil chiùil is dannsa fad seachdain gu bhith air aon de na prìomh bhuidhnean cultair, dualchais agus ealain na Gàidhlig ann an Alba. Tha e air farsaingeachd nach beag de dh'eòlas air dualchas na Gàidhlig a thoirt do mhìltean de dhaoine air feadh an t-saoghail. Tha e a-nis air tighinn air adhart bho bhith na bhuidheann beag coimhearsnachd gu bhith air aon de bhuidhnean nàiseanta na h-Alba airson cànan is cultar na Gàidhlig a lìbhrigeadh.

Tha Ceòlas a-nis aig an taigh ann an Cnoc Soilleir – co-iomairt eadar Ceòlas agus OGE a Tuath, an Iar agus Innse Gall. Tha Cnoc Soilleir na làrach de dh'adhartas cruth-atharrachail a bhrosnaicheas agus a chomharrachas cultar is dualchas Gàidhlig na coimhearsnachd. Thairis air an ath chòig bliadhna, bidh Ceòlas agus OGE ag obair gu dlùth còmhla gus prògram compàirteach a chruthachadh, a' gabhail a-steach chùrsaichean foghlaim, chothroman rannsachaidh agus gnìomhachd ùr-ghnàthach a bhrosnaicheas ionnsachadh cànan, dualchais, cultair, ciùil agus dannsa.

Tha an Sgoil Shamhraidh bhliadhnail fhathast na phrìomh thachartas. Mar mhodail foghlaim, tha an Sgoil Shamhraidh a' toirt taic do dh'ionnsachadh tro fhiosrachadh co-mheasgaichte agus bogadh ann an coimhearsnachd Uibhist a Deas, agus i a' toirt cothrom do dh'oileanaich na sgìlean aca a leasachadh fhad 's a bhios iad a' faighinn eòlas agus a' dol an sàs ann an cultar Gàidhlig co-aimsireil a tha freumhaichte ann an dualchas beairteach. Tha modail na Sgoile Samhraidh, le sàr-theagasg, air a dhearbhadh gu soirbheachail agus tha buannachdan sòisealta agus eaconamach farsaing ann.

Tha Ceòlas na chompàirtiche lìbhrigidh do Bhòrd na Gàidhlig, le prìomhachasan Plana Nàiseanta na Gàidhlig gu follaiseach nar n-amasan. Tha sinn a' tabhann measgachadh de chothroman ionnsachaidh Gàidhlig bho chlasaichean aghaidh-ri-aghaidh gach seachdain agus air-loidhne aig gach ìre, gu cùrsaichean làn-bhogadh. Tha càileachd agus sònraichteachd ar n-eòlais bhogaidh air aithneachadh le grunn ionadan foghlaim. Nam measg tha Oilthigh Ghlaschu, às an tig oileanaich gach bliadhna a dh'Uibhist airson bogadh ann an cànan is cultar fad trì seachdainean.

Tha Ceòlas cuideachd air maoineachadh ioma-bliadhna fhaighinn bho Alba Chruthachail gu 2028.

Bidh Ceòlas a' brosnachadh cànan dùthchasach na h-Alba agus ar dualchas beò. Le nas lugha na 60,000 neach-labhairt na Gàidhlig air fhàgail san dùthaich, tha Ceòlas ag amas air co-ionannachd agus co-iomadachd don mhion-chuid seo a thogail gus a chur an cèill cho cudromach sa tha cànan is cultar na Gàidhlig ann an Alba. Stèidhichte anns a' choimhearsnachd as làidire de luchd-labhairt na Gàidhlig ann an Alba, tha e mar fhiachaibh air Ceòlas dèanamh cinnteach gum buin brosnachadh agus taic don Ghàidhlig, don dualchas beò agus do na h-ealain, don choimhearsnachd againn agus gun aithnichear an cuid ann a bhith a' cumadh aithne nàiseanta. Chan e dìreach cànan a th' anns a' Ghàidhlig – 's e dòigh-beatha a th' innte, ar dearbh-aithne chultarach. Bidh i gar ceangal ri ar n-àrainneachd agus ri ar gnàth-shìde. Chan i a-mhàin na dileab on àm a dh'fhalbh ach na drochaid airson ar soirbheachais san àm ri teachd.

Tha Ceòlas os cionn leasachadh plana Gàidhlig airson Uibhist le raon de bhuidhnean coimhearsnachd. Bidh seo na chompàirteachas eadar buidhnean ann an Uibhist gus togail air na bunaitean làidir a th' anns an àite gus dèanamh cinnteach gum fuirich a' Ghàidhlig na cànan coimhearsnachd againn.

Tha Sgoil Shamhraidh Cheòlais, a bharrachd air raon de ghnìomhachdan fad na bliadhna a' gabhail a-steach symposia, cuirmean, cèilidhean agus teagaisg ciùil, nan eisimpleir gun samhail air ionnsachadh agus cleachdadh na Gàidhlig anns na h-ealain agus dualchas, am broinn modal foghlaim soirbheachail stèidhichte sa choimhearsnachd. Mar phàirt den phrògram lìonraichte aca, bidh Ceòlas gu cunbhalach a' cur ri tachartasan cliùiteach leithid Celtic Connections agus Piping Live!

Tro lèirsinn ro-innleachdail bòrd-stiùiridh Cheòlais, tha a' bhuidheann dealasach airson co-ionannachd, co-iomadachd agus compàirteachadh anns gach taobh dhen obair, a bharrachd air a bhith ag aithneachadh a dh-leastanais ann a bhith a' dèiligeadh ri èiginn na gnàth-shìde.





About Ceòlas

Ceòlas provides a unique opportunity to experience a living tradition within a vibrant Gaelic landscape. The organisation seeks to celebrate, promote and nurture traditional music, language, culture and heritage, collaborating with local, national and international communities who have shared interests.

Ceòlas aspires to:

- Encourage both economic and social development by engaging with the local community, attracting visitors, and creating opportunities.
- Maintain and strengthen links between South Uist and Cape Breton and continue to engage with other Celtic communities.
- Provide high quality tuition.
- Share expertise in networking and facilitating event promotion.

From its creation in 1996 by Hamish Moore, with support from Pròiseact nan Ealan, Ceòlas has grown from a week-long music and dance school to become one of Scotland's leading Gaelic culture, heritage, and arts organisations. It has delivered a vast array of Gaelic cultural experiences to thousands of people across the world. It has now developed from a small grassroots organisation into one of Scotland's national bodies for the delivery of Gaelic language and culture.

Ceòlas is firmly now at home in Cnoc Soilleir – a joint venture between Ceòlas and UHI North, West and Hebrides. Cnoc Soilleir is a beacon of transformational change that will promote and celebrate the community's Gaelic culture and heritage. Over the next five years, Ceòlas and UHI NWH will work closely together to build a partnership programme of joint content which will include educational courses, research opportunities and innovative activity to promote language learning, heritage, culture, music and dance.

The annual Sgoil Shamhraidh, Summer School, remains the flagship event. As an educational model, the Summer School supports learning through integration and immersion within South Uist's local community allowing students to improve their skills as they experience and engage with a contemporary Gaelic culture rooted in rich tradition and heritage. The Summer School model, with its high-quality teaching, is a proven success and has wide reaching social and economic benefits.

Ceòlas is a delivery partner for Bòrd na Gàidhlig, with the National Gaelic Plan priorities at the forefront of our aims. We offer a variety of Gaelic language learning opportunities ranging from weekly in-person and online classes at all levels, to full immersion courses. The quality and uniqueness of our immersion experience is recognised by several educational institutions. These include Glasgow University where students come to Uist for a three-week immersive language and cultural experience.

Ceòlas has also secured multi-year funding from Creative Scotland until 2028.

Ceòlas promotes the indigenous language of Scotland and our living tradition. With fewer than 60,000 speakers of the Gaelic language remaining in Scotland, Ceòlas aims to address both issues of equality and diversity for this minority and the significance of Gaelic language and culture in Scotland. Based in the strongest community of Gaelic speakers in Scotland, Ceòlas accepts the responsibility of ensuring that the promotion and support of Gaelic, the living tradition and the arts, belong to our community and recognise our role in evolving national identity. Gaelic is simply not just a language – it is a way of living, our cultural identity, it connects us to our environment and climate, it is the lens to the past and the key to the door for our sustainable future.

Ceòlas is leading on developing a Gaelic plan for Uist with a range of community organisations. This will see a joined-up approach from organisations in Uist to build on the strong foundations in place to ensure that Gaelic remains our community language.

The Ceòlas summer school, as well as a range of year-round activities including symposia, concerts, cèilidhs and music tuition, epitomises Gaelic language acquisition through arts and heritage within a successful community-based educational model. As part of its outreach programme, Ceòlas regularly contributes to prestigious events such as Celtic Connections and Piping Live!

Through the strategic vision of Ceòlas' experienced board of directors, the organisation continues to be committed to equality, diversity and inclusion within all of its work as well as recognising its role in addressing the climate crisis.





Artist's Impression - Cnoc Soilleir with Phase 2, Daliburgh, South Uist

Lèirsinn, Amasan agus Luachan

'S e an lèirsinn a th' againn gum bi Ceòlas na thosgair aithnichte air feadh an t-saoghail airson cànan, ceòl, dannsa, cultar agus dualchas na Gàidhlig. Leanaidh sinn oirnn a' togail, ag adhartachadh agus a' taisbeanadh dìleab nan ginealaichean a dh'fhalbh gu luchd-èisteachd seann agus ùr air feadh an t-saoghail fhad 's a bhrosnaicheas sinn seallaidhean cultarach ghinealaichean an latha an-diugh, agus a-màireach, tro chleachdaidhean didseatach, seasmhach agus eadar-mheasgte.

'S e ar n-amas cànan is cultar na Gàidhlig adhartachadh, a bhrosnachadh agus a sholarachadh, a' toirt ceòl traidiseanta, òrain, dannsa, beul-aithris agus dualchas còmhla ann an dòigh shònraichte agus bhunaiteach leis a' choimhearsnachd aig cridhe ar n-obrach.

Is iad na prìomh luachan againn:

- A' dìon agus a' leasachadh dualchas ann an coimhearsnachd na Gàidhlig
- A' cur air dòigh thachartasan Gàidhlig brosnachail do mhuinntir an àite agus do luchd-tadhail tron bhliadhna, a dh'fhaodadh a bhith a' gabhail a-steach grunn sgoiltean samhraidh san àm ri teachd, ann an suidheachadh neo-fhoirmeil, ach le fàilte air buidhnean foghlaim foirmeil
- Ag obair airson adhartas agus sàr-mhathas airson a h-uile neach-ionnsachaidh agus com-pàirtiche
- A' leasachadh na coimhearsnachd gu bhith na pàirt dheatamach de dh'ionnsachadh na Gàidhlig
- A' cur air adhart thaisbeanaidhean barraichte brosnachail a thàlas daoine òga gu bhith a' coileanadh aig àrd-ìre
- A' cumail oirnn ag obair le buidhnean ionadail, nàiseanta is eadar-nàiseanta, agus a' cur ri coileanadh còmhla ri compàirtichean stèidhichte agus ùra.

Vision, Objectives and Values

Our vision is that Ceòlas remains a recognised worldwide ambassador for Gaelic language, music, dance, culture and heritage. We will continue to nurture, promote and showcase the legacy of past generations to existing and new audiences across the world whilst embracing and fostering the cultural perspectives of current and future generations through digital, sustainable and diverse practices.

Our objective is the promotion, encouragement and provision of Gaelic language and culture, bringing traditional music, song, dance, folklore and heritage together in a unique and integral manner with the community at the heart of our work.

Our key values are:

- Protecting and developing the intangible cultural heritage within the Gaelic community
- Striving to create inspiring Gaelic adventures for local people and visitors throughout the year, which may include multiple summer schools in future, in an informal setting but hosting formal educational organisations
- Working for progression and excellence for all learners and participants
- Developing the community to be a vital element of the Gaelic language learning experience
- Promoting excellent and inspirational performances which encourage young people to aspire to high levels of achievement
- Continue to work with local, national, and international organisations and progress the development with existing and new formal partners.



ceòlas



Eòrpa agus Alba
Mòran taic bho na h-Eòrpa
A' buntainn ann an Alba, a' buntainn Ghàidhlig, Seannbhaich is Inghalchaidh



COMHARLE NAN EILEAN SIAR



Highlands and Islands Enterprise
Iomairt na Gàidhealtachd is nan Eilean