

EAST LIGHTHOUSE DEVELOPMENT PROJECT



Project Coordinator

RATHLIN ISLAND, COUNTY ANTRIM



**Could you help shape the next
chapter of the East Lighthouse
on Rathlin Island?**

Candidate Application Pack

Project Coordinator

RATHLIN ISLAND, COUNTY ANTRIM

Rathlin Island lies six miles off the north Antrim coast, a 45-minute ferry crossing from Ballycastle. It is Northern Ireland's only inhabited offshore island, home to around 150 permanent residents, and one of the most ecologically and culturally significant island communities in Ireland. It sits at the meeting point of Irish, Scottish, and maritime traditions.

The East Lighthouse, at the eastern tip of the island, is owned by the Commissioners of Irish Lights (CIL) and operates as a working lighthouse. Through a process of adaptive reuse, the surrounding buildings have the potential to become a community-led hub for heritage, sustainable tourism, creative residency, and innovation. The project is supported by significant research through the Future Island-Island programme and a detailed adaptive reuse strategy.

The Rathlin Development & Community Association (RDCA), working in partnership with Future Island-Island and an established East Lighthouse Project Board, is seeking a Project Coordinator to lead this work through its next critical phase – building the business case, securing the funding, and developing the sustainable programme that will bring this vision to life.



Project Coordinator

SALARY

£38,000 pro rata

CONTRACTFixed-term, 12 months
(fractional 3 days/wk over
18 months considered)**LOCATION**Hybrid – minimum 1 day
per week on Rathlin Island,
County Antrim**START DATE**Preferably July 2026 (up to
September 2026 at latest)**REPORTS TO**East Lighthouse Project
Board**DAILY LIAISON**Rathlin Development
Community Association
(RDCA) Community
Development Worker

Role Context

The RDCA, in collaboration with Future Island-Island, is seeking a licence from the Commissioners of Irish Lights (CIL) to develop the adaptive reuse of buildings at the East Lighthouse on Rathlin Island. A Project Board has been established to provide strategic direction for the development and planning, and to ensure that positive outcomes for the Rathlin Island community are achieved.

Role Overview

The Project Coordinator will play a pivotal role in overseeing and facilitating the phased development of the East Lighthouse site, reporting to the Project Board with regular liaison with the RDCA Community Development Worker and the Future Island-Island research project team.

This is a complex, multi-disciplinary project focusing on sustainable regeneration and development, where the Project Coordinator will oversee architectural development and delivery components, community engagement, and economic development – building a sustainable programme of activities that demonstrates viability at each phase and enables long-term economic resilience. The position requires an individual who can balance project management, financial and business planning, stakeholder coordination, and visitor experience development across a phased delivery model.

The appointment will be subject to a probationary period of 3 months. Given the collaborative and place-based nature of the role, an initial review meeting will take place after approximately 1 month to support induction, relationship-building and progress against agreed priorities. Confirmation in post will be subject to completion of the probationary period.

Priority Deliverables: 12 months

To provide clear focus for the role from the outset, the following are the priority outcomes expected within the first 12 months / 18 months (fractional).

- **Feasibility & Business Planning:** Develop a comprehensive business plan and financial viability model covering the first 5 years of operation, including revenue projections, expenditure forecasts, and identification of capital and operational funding requirements.
- **Funding Pipeline Development:** Establish a robust funding strategy identifying grant sources (e.g. Shared Island, Heritage Funds, Local Authority), private sector partnerships, and philanthropic opportunities; lead on preparation and submission of priority funding applications.
- **Programme & Product Development:** Working with the Project Board and community, develop the initial programme of activities, services, and visitor/residency experiences at the East Lighthouse, ensuring alignment with the business plan and operational model.

Main Duties & Responsibilities

1. Project Development and Coordination

- Coordinate the development and updating of the project programme, liaising with the community, architects, and other stakeholders.
- Support the coordination of architectural design and delivery elements, including processing through planning and ensuring integration across phases and alignment with community expectations.
- Develop detailed project timelines, ensuring all phases of development are planned, resourced, and executed in a timely manner.
- Monitor project progress, identifying potential risks or delays and implementing mitigation strategies.
- Ensure alignment of the project's budget and resources throughout each phase of delivery.

2. Economic Development Strategy & Business Planning

- Lead the creation of a comprehensive business plan for the East Lighthouse that defines target audiences (local, national, and international visitors and residencies), outlines the full range of services and experiences, analyses likely demand for each offering, and provides projected income, expenditure, and profit for each element.
- Develop a 5-year financial viability model demonstrating the economic sustainability of the East Lighthouse project, clearly setting out phased income projections, operational costs, and capital requirements.
- Develop a comprehensive and sustainable operating proposal for the site, incorporating social enterprise, tourism, and product development as key elements of its future operations.
- Identify potential revenue streams – including earned income, grants, and partnerships – to underpin the long-term financial sustainability of the project.
- Identify capital and operational funding requirements, including sources to support physical works and staffing costs across phases.

3. Funding Strategy & Grant Management

- Research and identify potential funding opportunities to support the East Light project, including government grants (e.g. Shared Island, Local Authority), statutory programmes, private sector partnerships, and philanthropic donations.
- Lead the preparation and submission of funding applications, ensuring alignment with the project's objectives and funders' requirements.
- Manage grant aid applications, evaluate project proposals against funding guidelines, and ensure compliance with reporting requirements.
- Work closely with the Project Board to develop and maintain a sustainable funding strategy covering both short-term and long-term project needs, leveraging their expertise and collaboration where appropriate.



4. Tourism Development & Product Development

- Identify, develop, and promote tourism and visitor experiences, heritage offerings, and programme activities to build the East Lighthouse's profile and attract visitors and residents.
- Support the development of a compelling and commercially viable product offer that reflects the unique character of the East Lighthouse and Rathlin Island.
- Contribute to the development of marketing approaches and materials in support of the project's public profile and visitor proposition.

5. Community Engagement & Partner Coordination

- Develop and maintain effective working relationships with key stakeholders including the Commissioners of Irish Lights (CIL), DfI, RDCA, Future Island-Island, Causeway Coast and Glens Borough Council, and others.
- Work closely with the Rathlin Island community to understand and incorporate their aspirations, ambitions and input throughout the project's development.
- Ensure transparent and consistent communication with the community, partners, and funders throughout all phases of delivery.
- Liaise with local authorities, government bodies, community groups, and private operators to build partnerships and support the project's objectives.

6. Administration and Reporting

- Work closely with the RDCA on operational issues and provide regular progress reporting to the Project Board.
- Prepare and submit progress reports, grant claims, and other necessary documentation to stakeholders and funding bodies.
- Organise meetings and events related to the project and maintain a secure, accessible record system for all project activities.

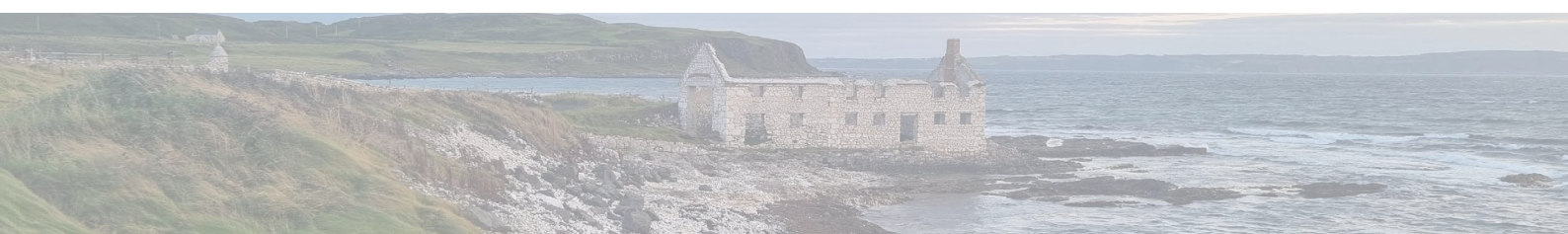
Any other duties appropriate to the grade and nature of the role.



Person Specification

| <i>Essential criteria</i> | |
|-------------------------------|---|
| Qualifications | A relevant third-level qualification in project management, urban planning, sustainable heritage management or a related discipline, or at least three years' experience in a comparable role |
| Project coordination | Substantive experience in regeneration, community development, or capital projects |
| Business planning | Demonstrable experience in financial modelling and reporting, funding strategy, and multi-year viability assessment |
| Funding | Proven experience of identifying and securing funding from multiple sources that may include government grants, statutory bodies, private sector, and philanthropic funders for example |
| Project management | Experience of managing complex, multi-stakeholder projects and driving phased delivery |
| Stakeholder management | Experience across government, statutory agencies, communities, and/or the private sector |
| Product development | Experience within tourism, heritage, social enterprise, or community regeneration |
| Knowledge | Understanding of place-based projects connected to adaptive reuse, heritage activation, cultural infrastructure, or destination development |
| Skills | Strong organisational, interpersonal, and written communication skills; ability to work independently and use initiative |
| Other | Right to work in the UK at point of application and for contract duration. Access to transport suitable for regular travel to Rathlin Island; willingness to work occasionally outside normal hours |

| <i>Desirable criteria</i> | |
|---------------------------|---|
| Qualifications | A postgraduate qualification in sustainable development, heritage, rural enterprise, tourism, or community development |
| Experience | Experience of developing, producing or coordinating arts, cultural, heritage, residency, or community-engaged programmes involving multiple partners and audiences. |
| Island context | Experience of island or remote rural communities, ideally including knowledge of Rathlin or a comparable setting |
| Communication | Experience of presenting and reporting to boards or senior external stakeholders |



Submitting your application

Applications should be submitted by CV (Maximum 4 pages) and a covering letter that set out clearly how your experience meets the essential criteria outlined in the person specification, with reference to specific examples (Maximum 3 pages).

Completed applications must be submitted by 5pm on Monday 8 June 2026.

Late applications will not be accepted.

Applications should be sent by email to the RDCA recruitment email, ***rdcajobs@gmail.com***.

Acknowledgement will be sent by return. If you do not receive acknowledgement within two working days, please make contact to confirm receipt.

Equal Opportunities

The RDCA and East Lighthouse Project Board are committed to equal opportunities in recruitment and selection processes. We do not permit unlawful discrimination on grounds including gender, sexual orientation, marital status, religious belief or political opinion, race, or disability. We welcome applications from all sections of the community.

Right to work

All successful candidates must demonstrate their right to work in the United Kingdom at the point of application and for the duration of the contract.

Shortlisting

Shortlisting will be carried out using the essential criteria from the personnel specification. The recruitment panel reserves the right to supplement these criteria using desirable criteria during any stage of the selection process.

Interviews

Interviews will be held during the week beginning 29 June 2026. Candidates will be notified of their allocated interview time when shortlisting outcomes are communicated. The interview will comprise structured questions from the panel. Candidates may also be asked to prepare a short presentation in advance. Details will be provided to shortlisted candidates in the invitation to interview.

Timeline

Application closing date *Monday 8 June 2026*
Candidates notified *w/c 16 June 2026*
Interviews *w/c 29 June 2026*
Appointment confirmed *July 2026*
Preferred start date *ASAP*

Further information

Queries about the role or the application process should be directed to the rdcajobs@gmail.com.