

Role: Relief Radio Operative	Business Function : Highlands & Islands
Reports to: Aerodrome Manager	Pay Band/Starting Salary: Grade 2 Upper £26,757 - £28,252 pro-rata, per annum
Location: Fair Isle, ZE2 9JU	Type of Contract: Permanent, 0 Hours Contract

JOB PURPOSE

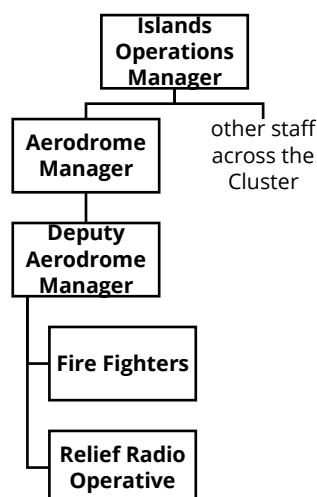
To ensure the safety of incoming and outgoing flights to the Fair Isle Aerodrome (FIA) by undertaking radio communications with flights (incoming and outgoing), following the standards and protocols of the Civil Aviation Authority (CAA). As required by the FIA Manager, support with other general aerodrome operations.

CONTEXT

Fair Isle Aerodrome (FIA) operates as a licenced Aerodrome under the legislation of the Civil Aviation Authority which brings with it a requirement and responsibility for the Trust to meet statutory regulations which govern airfield operations. The airfield operation on the island provides a vital communication and transportation link between Shetland and Fair Isle and is the main transportation link for the local community, contractors and professionals visiting or leaving the island. It all provides the on-island specialised emergency services required to support the community in the event of an emergency, i.e. Medivac and Scottish Fire & Rescue Services. The airfield currently operates all year responding to 425 flights transporting c. 3400 passengers and is supported by a Fire & Rescue team.

FIA is part of the Islands Cluster, of the Highlands & Islands region of the National Trust for Scotland. The overall management of FIA falls to an Operations Manager who also manages Canna, Unst, and Yell.

ORGANISATIONAL CHART



KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The Key Purposes of this role are:

- To support the Aerodrome Manager and the Aerodrome Deputy manager with radio communications with flights (incoming and outgoing), in compliance with relevant standards and protocols.
- As required on an *ad hoc* basis:
 - To respond in a timely manner to rota and call out requirements and in doing so meet the requirements of the role as directed by the FIA Safety Management System.
 - To provide passenger support, i.e. embarking, disembarking, luggage handling and ground handling in line with expected customer services standards and the Trust's Values.
 - To assist in the loading and unloading of goods and luggage from aircraft.
- To comply with the rules and regulations, including bye-laws, pertaining to the operation of the aerodrome.
- To maintain a high standard of competency by participating in a comprehensive on and off station training programme as directed by the Aerodrome Manager

OTHER DUTIES

- The post-holder may also be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed.

Your role is one for which the duties/responsibilities/accountabilities of the role do not require you to become a member of the Protection of Vulnerable Groups (PVG) scheme.

DIMENSIONS AND SCOPE OF JOB

People Management

- ♦ Not a line manager with no supervisory responsibility for other staff and contractors working within the aerodrome.
- ♦ Will work closely with other property colleagues, (in particular FIA Manager, Deputy Manager and SFRS Manager, contractors, the local community and will have some interaction with other technical/specialist advisory colleagues based in other locations and departments.
- ♦ Will have significant interaction with members of the public.
- ♦ Will have regular interaction with pilots and aircrew.

Finance Management

Not a budget-holder.

Tools/Equipment

- Will be frequent user of machinery, tools and equipment subject to appropriate training.

Physical Environment

- A level of physical fitness is required as the post will be working in an environment which is open to all elements and required to undertake occasional duties such as driving vehicles; lifting and handling supplies with demonstrable supporting medical certification required.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

The above outlines the key functions of the post. In addition, either knowledge of or experience in the following is required:

Essential:

- CAA Radio Operative qualification (or willingness to learn and attain within 3 months of start of employment in this role)
- Ability to be flexible, in particular to adapt working patterns and tasks to meet day-to-day variations in weather and operational needs.
- Good communication skills with colleagues and members of the public and a commitment to providing a quality service at high standards.
- Sound awareness of health and safety whilst working in complex environments.
- Ability to be proactive and to take the initiative.
- Ability to manage working time and tasks efficiently and effectively in an environment of changing priorities;

Desirable:

- Ability to use IT systems to create correspondence, produce spreadsheets/recording methods for record keeping and to send/receive emails.
- Current driving license valid for driving in the UK.

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

HOW TO APPLY

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk by Friday 5th December 2025.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example, "Radio Relief Operative – Fair Isle"