



Scottish Land Commission

Tenant Farming Officer

Job description and person specification

Salary: Salary band from April 2026 £33,211 - £37,056

Location: Inverness (hybrid working may be available). Regular travel to Inverness will be required

Hours: 0.8 FTE (4 days per week)

Contract: 2 years fixed term

Reports to: Tenant Farming Manager

Context

The Scottish Land Commission provides leadership and advice on reforming the ownership and use of land in Scotland. We advise the Scottish Government, Parliament and others on policy, legislation, and practical change that supports a fairer, greener, and more inclusive Scotland.

Our work focuses on three key outcomes:

- People – enabling everyone in Scotland to participate in decisions about land.
- Power – diversifying control and governance in land ownership and management.
- Prosperity – using the value and benefits of land to create shared economic, social, and environmental outcomes.

We are a small but high-profile public body operating in a complex policy environment. Our work attracts significant interest from communities, the media, landowners, and decision-makers. Strong, strategic communications are central to our success.

Purpose of role

To provide high-quality executive and coordination support to the Tenant Farming Commissioner (TFC), and to work closely with the Tenant Farming Manager to support the effective delivery of the TFC's statutory functions.

The role will be a key post within the Tenant Farming team, supporting engagement with government, stakeholders, and the wider tenant farming sector, and helping to ensure continuity, consistency, and professionalism across the Commissioner's work.

Key duties of the role

Delivery

Provide effective co-ordination and management of correspondence, meetings, casework, and records.

Provide regular monitoring reports on casework management.

Act as a first point of contact for tenant farming enquiries and casework, exercising appropriate judgement in prioritising and escalating matters to the Tenant Farming Commissioner and Tenant Farming Manager as required, and ensuring accurate and consistent records of interactions are maintained.

Support the Tenant Farming Commissioner and Tenant Farming Manager in engagement with Scottish Government and sector representatives.

Operate with a high degree of discretion and professionalism when handling sensitive information, confidential casework, and stakeholder interactions, recognising the statutory and high-profile nature of the Tenant Farming Commissioner's role.

Engagement and Communication

Support the development of a strong reputation and profile for the Tenant Farming Commissioner and the Commission by assisting with the preparation, coordination, and dissemination of high-quality content, briefings, and resources across appropriate media and channels.

Play an active role in disseminating the work of the TFC and Commission.

Build relationships with stakeholders to support delivery and increase the impact of the TFC.

Professional development

Take a proactive approach to own professional development by maintaining an active interest in relevant policy developments and committing to regular continuing professional development

Support the professional development of colleagues by providing constructive feedback where appropriate.

Support the development of the Scottish Land Commission by contributing actively to organisational planning processes

Seek and share opportunities to be creative and realise continuous improvement in our delivery and impact.

The role will evolve over time, with opportunities to take on increased responsibility in policy support, stakeholder engagement, and organisational development as experience and capability develop.

Key contacts

Internal

Board of Commissioners, Tenant Farming Commissioner, Management Team and colleagues

External

Stakeholder organisations, Scottish Government, land agents, valuers and solicitors.

Person specification

Criteria	Essential	Desirable
Qualifications and professional experience	Experience of a role requiring strong organisational skills Exemplary written, verbal and digital communication skills	Experience of working in the agriculture or land use sectors, or in a related policy or regulatory environment A relevant degree or equivalent professional experience
Agricultural holdings and land reform	An understanding of the tenant farming sector and its key stakeholders	An understanding of the legislative and policy context for agricultural holdings and land reform in Scotland, or the ability to rapidly develop this knowledge
Relationships	Ability to work across teams to deliver joint objectives. Ability to work confidently with stakeholders holding differing or competing perspectives, exercising professionalism and sound judgement.	
Professional Development	Willingness to learn, to take on additional areas of responsibility, and to adapt to the evolving priorities within a small, high-trust team.	
Other	Willingness to travel to fulfil the requirements of the post	Knowledge of Gaelic