



FAUNA & FLORA
INTERNATIONAL

**Project Officer, Marine,
Scotland**

**Conservation Science
and Design**

Application Pack

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

**Sir David Attenborough,
FFI Vice-president**

Innovative conservation since 1903

FAUNA & FLORA INTERNATIONAL

Founded in 1903, Fauna & Flora International (FFI) is the world's longest-established international conservation organisation. Our vision is to create a sustainable future for the planet where biodiversity is conserved by the people living closest to it. We aim to do this through the conservation of threatened species and ecosystems worldwide, choosing solutions that are sustainable, based on sound science and take account of human needs. We have become a trusted entity in the world of conservation. Today FFI is active in over 40 countries.

FFI CONSERVATION SCIENCE AND DESIGN PROGRAMME

Good conservation decision-making depends on good information. The latest findings from the biological and social sciences as well as economic and policy arenas should inform these decisions. Local teams are often best placed to enhance and filter such information. The Conservation Science and Design team works closely with, and provides support for, locally-based staff and partners, which ensures decisions are based on a good understanding of the local situation, and at the same time enables us to take a pragmatic role in the development of FFI as an organisation.

We focus on a number of key areas:

- strategic development of our conservation work - currently focused on climate change, threatened tree conservation and marine
- implementing robust approaches to allocating conservation funding - through management of Halcyon Land & Sea funds (which focuses on securing priority conservation areas), the Fondation Segré Conservation Fund at FFI, the Flagship Species Fund, the Global Trees Campaign and also co-ordination of reviews for external grant funds
- promoting effective monitoring and evaluation within FFI - focusing on cross-organisational impact reporting
- offering support on issues relating to technical delivery within projects
- providing direct support and advice to regional and thematic teams on any issues relating to Conservation Science or the specific work of our team

FFI'S WORK IN SCOTLAND

FFI has been working in Scotland since 2011, focusing initially on issues relating to inshore marine conservation. Our approach in Scotland reflects FFI's wider ethos and approach, and focuses specifically on working behind the scenes to empower and support Scottish NGOs and local community-based organisations.

THE OPPORTUNITY

FFI is seeking qualified candidates for the position of Project Officer, Marine, Scotland to ensure effective support to the Scottish Marine Community Support Project, with a specific focus on delivering key activities to develop an effective and dynamic community network. This position is based in FFI's office space in Edinburgh, UK.

You will have a degree in a relevant discipline or equivalent experience in conservation or a related field. You will have strong administration, organisational and time management skills and a structured and methodical approach to work. Technical skills in a relevant field and experience of working with NGOs would be advantageous. With excellent communication skills and an understanding of the context for conservation, and particularly marine conservation in Scotland, you will be a self-motivated team player, but equally able to work independently. You will have a proven ability to write for a range of audiences and to work constructively with local community members and partner community-based organisations. Fluency in English is essential.

TERMS AND CONDITIONS

Start Date:	As soon as possible
Contract Duration:	Two-year fixed-term contract
Probation Period:	Six months
Salary:	circa £24,000
Location:	Edinburgh, UK, with some UK travel expected
Benefits:	<p>25 working days annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24th December to 1st January inclusive, during which time FFI UK offices are closed.</p> <p>FFI currently provides a pension contribution of 2% of salary after 3 months' continuous employment, rising to 8% of salary after the completion of 6 months' continuous employment, or following completion of probationary period, whichever is the later.</p> <p>FFI also provides Group Life insurance for all staff on Cambridge-based contracts, currently set at a benefit of 4 x basic salary.</p>
Hours of Work:	This is a full-time position, working Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

JOB DESCRIPTION

Job Title: Project Officer, Marine, Scotland

Reporting to: Project Manager, Marine, Scotland

Key Internal

Relationships: Director, Conservation Science and Design
Head of Marine, Conservation Science and Design
Marine working group members
Conservation Capacity & Leadership team

Purpose:

To ensure effective development of the Coastal Community Network and to support wider delivery of the Scottish Marine Community Support project. The post holder will take responsibility for managing the Network website, organising Network events and will provide support with wider co-ordination, administration, communications, financial support and fundraising.

Specific Duties:

Implementation and Management

- Lead on the ongoing development of the Coastal Communities Network, by encouraging and enabling regular communication and exchanges through a range of mechanisms
- Maintain and operationalise the network's website and ensure this is kept up to date and that all traffic is properly administered and community members are encouraged and assisted to engage and participate in this on-line forum
- Assist the Project Manager in building and/or maintaining relationships with established community groups - working directly with individuals and community groups within target communities to further their specific marine management agendas, providing bespoke support as needed including advice and direct implementation (e.g. letter writing, organisation of meetings, representation of the community, and public relations work);
- Work with the Project Manager to identify and build relationships with new or potential target communities who have expressed an interest in engaging in marine protection or management (and/or the network)
- Assist the Project Manager in supporting the long-term capacity and organisational development of the community groups involved in the project
- Maintain relationships on an ongoing basis with a set of community groups and ensure regular meetings with all interested stakeholders
- Assist the Project Manager in managing the project budget in line with agreed work plans, by leading on financial tracking of these budgets, in line with FFI financial management policies and procedures

Learning

- Support the development and maintenance of a resource base of materials and case studies relevant to locally-led marine management in Scotland
- Regularly review the options available for communities to develop specific local approaches on inshore marine issues

Development

- Identify opportunities for communities to link directly or indirectly into the Coastal Communities Network and support communities to engage with this, by creating different mechanisms to share experiences and to work collaboratively on shared issues and agendas (including activities described below)
- Support the maintenance of the web-based hub established to provide an ongoing resource base and dynamic virtual communications space for the network
- Organise the biannual Coastal Communities Workshop which enables target communities and others to directly share experiences and facilitate the ongoing coordination of the network as related to this event
- Organise and oversee Coastal Community Learning Exchanges – as an ongoing mechanism to directly broker relationships between communities linked into the Network
- Organise and deliver other relevant community workshops/symposia to help communities meet their identified needs and aspirations
- Provide follow up support to community groups based on ideas and opportunities identified at both the biannual workshop and other workshops/symposia
- Support the development of a forward plan for network maintenance and/or further development,
- Support the Project Manager in project-level fundraising as agreed.

Other

- Represent the Conservation Science and Design Programme as required within Scotland and the UK
- Undertake any other activities that you may, from time-to-time, be asked to perform by your line manager, commensurate with your skills and experience

PERSON SPECIFICATION

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Strong interpersonal skills; ability to negotiate and mediate• Proven administrative skills• Strong organisational and time management skills, with a structured and methodical approach to work and a clear focus on outputs• Excellent attention to detail• Excellent communication skills (verbal and written) and a good writing style, with the ability to summarise technical information for a range of audiences• Fluency in written and spoken English• Computer literate	<ul style="list-style-type: none">• Ability to gather and analyse technical information• A clean UK driving licence
Knowledge and experience	<ul style="list-style-type: none">• A degree in a relevant discipline or equivalent experience in conservation or a related field• Experience of developing communications materials for a range of platforms	<ul style="list-style-type: none">• A second degree in a relevant subject• Experience of working in an NGO environment

	<ul style="list-style-type: none"> • Experience in conducting desk-based research • Experience of website management (and specifically of Wordpress) • A good knowledge and understanding of the Scottish political landscape at national and local level • Experience of community conservation approaches in the UK or overseas • Experience of organising workshops and meetings • Ability to mentor and support individuals and organisations • Knowledge of environmental issues and/or marine conservation 	<ul style="list-style-type: none"> • Experience of financial management • Experience of supporting the development of local grassroots organisations / CBOs
Behavioural qualities	<ul style="list-style-type: none"> • A self-motivated team player, with the flexibility and initiative to maximise his/her contribution • Ability to work independently when required but also to function as part of a small inter-dependent team • A problem-solver able to balance competing priorities • Flexibility and adaptability and ability to re-prioritise in response to changing project need • Tact and diplomacy • An engaging attitude, able to build relationships with diverse groups in a sensitive way 	<ul style="list-style-type: none"> • Ability to develop consensus among disparate groups • Ability to make creative links between individuals, communities and
Other	<ul style="list-style-type: none"> • Strong commitment to conservation and passion for the natural world • Entitlement to work in the UK 	

HOW TO APPLY

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV and contact details for two referees (who will not be approached without your permission), should be submitted via email to kerri.whiteside@fauna-flora.org.

Please mark your application '**Project Officer, Marine, Scotland**'.

The closing date for applications is **Sunday 24 September 2017**.

Interviews are likely to be held on Monday 9 October 2017.

Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

APPLICANTS WITH DISABILITIES

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Kathie Alban, Head of HR, on Tel: +44 (0)1223 749046 or Email: kathie.alban@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity