



Cuckoo Ray © Howard Wood/COAST

Coastal Communities Network Coordinator

Conservation Science & Design

“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

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

FFI's Conservation Science & Design Programme

The Conservation Science & Design team works closely with, and provides support to, other FFI staff and our partner organisations, ensuring decisions and actions are based on a good understanding of the context and how change happens, and enabling 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 key cross-cutting areas of FFI's conservation work - currently focused on marine, plastic pollution, threatened species conservation (with a specific focus on trees) and climate change;
- Robust approaches to allocating conservation funding - through management of a dedicated marine grant, Halcyon Land & Sea funds (which focuses on securing priority conservation areas), 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;
- Technical delivery within projects;
- Direct support and advice to regional and thematic teams on any issues relating to Conservation Science & Design or the specific work of our team.

FFI's Scotland Project

Since 2014, FFI has been helping Community Based Organisations (CBOs) in Scotland to realise their own ambitions for locally appropriate marine protection of their inshore waters - supporting groups to establish their own operations and governance, raise their own funds and develop their own conservation and restoration initiatives.

FFI actively brokers relationships between CBOs via direct information and experience sharing, collaborative multi-partner initiatives, and shared events and exchanges. We are also supporting coastal communities to create a strong and sustainable community conservation network, enabling peer-to-peer support between groups, furthering their abilities to advocate for sustainable marine management and creating a community-led voice for marine protection. This has resulted in a dynamic and growing [Coastal Communities Network](#) (CCN), which brings together 18 different CBOs across Scotland.

The Opportunity

We are offering a unique opportunity to support the effective coordination and future development of the Coastal Communities Network, Scotland, on a 2-year fixed term basis. The Coastal Communities Network Coordinator will work alongside FFI's team in Scotland to ensure dedicated support to the Coastal Communities Network and its constituent members, and undertake delivery of specific actions identified by the CCN Advisory Group.

The post holder will work closely with the Project Manager, Scotland, and the CCN Advisory Group, to support CCN's wider governance and development, coordinate communication between members, and actively recruit new members. They will also have responsibility for managing CCN's website, organising events, administration, communications, advocacy and representation of CCN. They will be responsible for liaising with and maintaining relationships with agreed stakeholders, taking forward actions on behalf of the CCN Advisory Group and development of policy outputs for CCN.

You will have excellent organisational skills, strong communication skills and the ability to coordinate communications across a large and disparate group. You will have good knowledge of the Scottish marine environment and current biodiversity & conservation issues, and an interest in community-based conservation.

In return, the role offers the opportunity to work within a vibrant and dynamic community network at an exciting stage of its development, with opportunity to apply your skills and expertise where appropriate. In addition, FFI offers a generous pension contribution, attractive annual leave allowance and life insurance.

The position will be split between the Central Edinburgh office space and home-working, and can be flexible, to be agreed between the post-holder and line-manager.

Terms and Conditions

Start Date:	February 2022
Duration of Contract:	2-year fixed term contract
Probation Period:	Six months
Salary:	circa £25,000 per annum
Location:	FFI's office space in Edinburgh, UK, with some home-working, to be agreed
Benefits:	25 working days' annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed

For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months' continuous employment.

Group Life insurance, currently set at a benefit of 4 x basic salary

Hours of Work: This is a full-time position working 37.5 hours per week, Monday-Friday inclusive

Job Description

Job Title: Coastal Communities Network Coordinator

Reporting to: Project Manager, Scotland

Key Relationships: Members of the FFI Scotland team
Director, Conservation Science & Design
The Coastal Communities Network Advisory Group
Coastal Communities Network Members and Partners

Purpose:

To ensure dedicated support to the Coastal Communities Network (CCN) and its constituent members, and undertake delivery of specific actions identified by the CCN advisory group, under the guidance of the Project Manager, Scotland. The post holder will work closely with the Project Manager, Scotland, and the CCN Advisory Group, to support CCN's wider governance and development, coordinate communication between members, and actively recruit new members as per the formal consultations process. The post holder will also have responsibility for managing CCN's website, organising events, administration, communications, advocacy and representation of CCN. The post holder will be responsible for liaising with and maintaining relationships with agreed stakeholders, taking forward actions on behalf of the CCN Advisory Group and development of policy outputs for CCN.

Specific Duties:

Implementation

- Proactively maintain ongoing relationships and establish regular communications with all CCN members and other relevant community groups and "Friends of CCN".
- Produce the monthly CCN newsletter to share information and news, developing this tool to meet CCN's strategic direction.
- Maintain the CCN website and 'sister' aquaculture website, and where appropriate further develop these in line with priorities identified by the CCN Advisory Group.
- Coordinate monthly CCN Advisory Group meetings, including preparing agendas and tracking action points, and ensure outputs are communicated in a timely manner to all CCN members.
- Take forward specific actions on behalf of the CCN Advisory Group (such as development of policy briefs, developing advocacy resources or plans, setting up events and/or liaising with decision makers), within agreed timescales, under the guidance of the Project Manager, Scotland.

- Actively develop communication, collaboration and learning between CCN members, by enabling and/or catalysing different types of communications (including CCN group emails), by supporting CCN working groups with communication and administration, and where appropriate by organising peer-to-peer knowledge exchanges (both virtual and in person).
- Lead the organisation of a biannual two-day CCN workshop.
- Under the guidance of the Project Manager, Scotland, identify and trial new approaches to enable CCN members to collaborate and share experiences.
- Coordinate cross-CCN representation or advocacy on mutually agreed positions through organising meetings, delivering joint letters or press releases, drafting consultation responses, developing policy briefs or other approaches as required.
- Maintain and further develop CCN's social media accounts.
- Alongside the Project Manager, and other members of the Scotland team, work to identify new communities who could link to the Network, and manage the formal consultation process (in line with CCN governance) to enable new members to join.
- Where requested, represent CCN externally in forums and steering groups on behalf of its members.
- Liaise with key CCN partners and other stakeholders, including organisation of and/or attendance at meetings or relevant stakeholder groups.

Development

- Develop and maintain a register of potential funding sources and fundraising resources appropriate to the CCN and its members.
- Provide administrative support to the operation of FFI's Community Support Fund.
- Where appropriate provide fundraising support and/or advice to CCN members.
- Support the Project Manager in project-level fundraising and donor and internal reporting related to CCN.

Learning and Assimilation

- Develop and maintain a resource base of materials and case studies relevant to locally-led marine management in Scotland.
- Develop a resource base around comparable networks and on local network development and governance that can be used to help inform the future evolution of the Network.
- Provide advice and direct support to CCN members to help them document their experience and learning in community-led conservation and restoration initiatives (through the development of written resources, videos or other means), and work with them to actively share these through the Network and other mechanisms.
- Where requested, produce or contribute to articles about the CCN and its work.
- Where requested, actively communicate about the work of the CCN by attending events, giving talks and other outreach opportunities.

Other duties:

- Undertake technical reviews of project proposals for both internal grant funds and external organisations, as agreed with your line manager.
- 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"> • Excellent organisational skills, with structured and methodical approach to work and a clear focus on results • Excellent communication and presentation skills (written and verbal) to a range of audiences, including communicating technical information effectively to a non-technical audience • Proven ability to develop and maintain effective working relationships with a diverse range of people and organisations, such as governments, NGOs, community groups and businesses • Administrative skills, including meeting arrangement and reporting • Ability to prioritise and manage time effectively • Fluent in English (spoken and written) • IT literate 	<ul style="list-style-type: none"> • Website development and maintenance (e.g. Wordpress) • Group or meeting facilitation skills
Knowledge and experience	<ul style="list-style-type: none"> • Relevant degree or equivalent qualification or experience • Experience of coordinating communication remotely across a disparate group • Experience of liaising with a range of partners and stakeholders • Good demonstrable knowledge of the Scottish marine environment and current biodiversity & conservation issues • Good knowledge of the community sector and/or of community-based conservation projects or groups • Experience in developing communication materials for a range of audiences, including blogs, briefings and newsletters 	<ul style="list-style-type: none"> • Advocacy and/or Policy work, e.g. representations, consultation responses, policy briefs • Managing social media accounts • Grant fundraising experience • Experience of delivering events, both virtual and in-person

	<ul style="list-style-type: none"> • Experience in conducting desk-based research, sifting through information and compiling reports • Experience of providing meeting support to a steering group, board, committee or similar 	
Behavioural qualities	<ul style="list-style-type: none"> • Open to learning and able to pick up new skills • Team player also able to work independently and use own initiative • An engaging attitude, able to build relationships with diverse groups in a sensitive way • Ability to think laterally and creatively • Ability to work to deadlines • An interest in community-based conservation • Desire to champion the rights of communities in marine conservation 	
Other	<ul style="list-style-type: none"> • Committed to the mission and values of FFI • Pre-existing right to work in the UK 	

FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora International (FFI) is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to rebecca.plant@fauna-flora.org.

Please mark your application '**[Your Name] Coastal Communities Network Coordinator**'.

The closing date for applications is **Friday, 24 December 2022**. Interviews are likely to be held during the week commencing **Monday, 17 January 2022**. 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 Jade Bedwell, HR Adviser, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity