



## Project Assistant, Marine, Scotland (Maternity Cover)

“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, whilst 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 Conservation Science & 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 & Design team works closely with, and provides support to, 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 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 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
- 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 Marine Programme

FFI has been working in marine conservation for decades. However, it launched its formal marine programme in 2011 focused on the following three strands:

- securing important areas to safeguard marine biodiversity;
- informing and influencing policies and practice affecting the marine environment; and
- supporting key national local institutions to help them deliver effective marine conservation.

Since 2011, we have worked across 17 countries with over 90 partners. We have contributed directly to the establishment or strengthening of over 50 marine protected areas and dozens of new no-take zones, witnessed a reduction in destructive fishing activities at 45% of all sites and seen evidence of recovery in key species groups and habitats. A recent external review of the Marine Programme showed that we are making strong progress and indicated clear need and opportunity for FFI to further grow this programme of work. (Please see our [website](#) for an overview of current projects.)

# The Opportunity

FFI is seeking qualified candidates for the position of Project Assistant, Marine, Scotland (Maternity Cover) to ensure effective support to the Scottish Marine Community Support Project, with a specific focus on delivering key activities to maintain effective and dynamic communication within, and development of, the Coastal Communities Network, Scotland. The successful candidate will assist the Project Manager, Marine, Scotland and Programme Director in delivering the Scottish Marine Community Support Project, through project support and back up, administration, fundraising, financial administration and communications. 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.

The role will require application of clear organisational and administrative abilities, as well as communication skills. The position will be based in Edinburgh, but the post holder may be required to accompany the Project Manager on field trips across Scotland, where and when necessary.

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

<b>Start Date:</b>	29 April 2019
<b>Duration of Contract:</b>	This is a temporary position to provide maternity cover and will terminate on or before 13 May 2020 on the return of the Project Officer, Marine, Scotland, from maternity leave.
<b>Probation Period:</b>	Three months
<b>Salary:</b>	circa £20,000 per annum
<b>Location:</b>	Edinburgh, UK, with some UK travel expected
<b>Benefits:</b>	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 Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

## Job Description

**Job Title:** Project Assistant, Marine, Scotland

**Reporting to:** Project Manager, Marine, Scotland

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

### Responsibilities include:

- Assist the Project Manager, Marine, Scotland, in delivery of the Scottish Marine Community Support Project.
- Administer and maintain the Coastal Communities Network website, support Network communication and organise Network events.
- Provide support with wider project co-ordination, administration, communications, financial support and fundraising.
- Take on varied support roles and responsibilities as required by the Project Manager in responding to a dynamic and rapidly changing project, to include:
  - liaison with community groups, support in organising meetings, workshops or visits, co-ordination with collaborating NGOs or government departments, providing and/or updating material for the Coastal Communities Network website and/or social media, writing articles, letters and policy responses, conducting desk research and responding to enquiries.

### Specific Responsibilities:

#### Development

- Support the Project Manager in identifying 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 Coastal Communities Network website, established to provide an ongoing resource base and dynamic virtual communications space for the Network.
- Support the Project Manager in organising the biannual Coastal Communities Workshop (scheduled for March 2020) 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 the necessary administration and communication required for Coastal Communities Network Learning Exchanges – as an ongoing mechanism to directly broker relationships between communities linked into the Network
- Support the Project Manager in project-level fundraising as required, for FFI and/or partners, and track potential avenues of funding appropriate to FFI's work in Scotland.

### **Implementation and Management**

- Provide logistical and administrative support to the Scottish Marine Community Support Project as directed by the Project Manager, in support of the day-to-day responsive actions required by the project.
- Support the ongoing operations and development of the Coastal Communities Network, by encouraging and enabling regular communication and exchanges through a range of mechanisms.
- Maintain and administer the Network's website; ensure that it is kept up-to-date, provide support to the Project Manager in maintaining/populating content and communications and help to moderate the website forum and other social media streams, ensuring community members are encouraged and assisted to engage and participate in these online platforms.
- Liaise with members of external Scottish networks and other collaborating NGOs, and respond to external enquires, as required.
- Support the organisation of meetings, workshops or other events as needed.
- 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.
- Support the Project Manager in budget tracking and/or wider application of FFI financial systems and processes.

### **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.

### **General**

- 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.
- The post holder may be required to accompany the Project Manager on field trips across Scotland, where and when necessary.

# Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent proven administrative skills</li> <li>• Strong organisational and time management skills, with a structured and methodical approach to work and a clear focus on outputs</li> <li>• Excellent attention to detail</li> <li>• Excellent proven numeracy skills</li> <li>• Excellent communication skills (verbal and written) and a good writing style, with the ability to summarise technical information for a range of audiences</li> <li>• Fluency in written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to gather and analyse technical information</li> <li>• A clean UK driving licence</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• A degree in a relevant discipline or equivalent experience in conservation or a related field</li> <li>• Experience in conducting desk-based research</li> <li>• Experience of administrative management</li> <li>• Basic knowledge of the political context in Scotland</li> <li>• Experience of developing communications materials for a range of platforms</li> <li>• Knowledge of, or proven interest in, marine conservation and/or Scottish conservation issues</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an NGO environment</li> <li>• Experience of financial management</li> <li>• Experience of website management (and specifically of Wordpress)</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• A self-motivated team player, with the flexibility and initiative to maximise their contribution</li> <li>• A problem-solver able to balance competing priorities</li> <li>• Ability to work independently and to function as part of a small inter-dependent team</li> <li>• Flexibility and adaptability, with the ability to re-prioritise in response to changing project need</li> <li>• Tact and diplomacy</li> <li>• An engaging attitude, able to build relationships with diverse groups in a sensitive way</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to make creative links between individuals, communities and others</li> </ul>

<b>Other</b>	<ul style="list-style-type: none"><li>• Strong commitment to conservation and passion for the natural world</li><li>• Entitlement to work in the UK</li></ul>	
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## 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](mailto:kerri.whiteside@fauna-flora.org).

Please mark your application '**Project Assistant, Marine, Scotland (Maternity Cover)**'.

The closing date for applications is **Thursday, 28 February 2019**.

Interviews are likely to be held during the week commencing **Monday 18 March 2019**.

The post-holder will take up the post during the week commencing Monday 29 April 2019.

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 Officer, FFI, on Tel: +44 (0)1223 749044 or Email: [jade.bedwell@fauna-flora.org](mailto:jade.bedwell@fauna-flora.org).

FFI values diversity and is committed to equality of opportunity