

Job Description

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| Job Title | Marine Conservation Co-ordinator |
| Location | Moray Firth Coast between Wick & Fraserburgh |
| Reporting to | Partnership Manager, Moray Firth Coastal Partnership (MFCP) |
| Salary | Up to £28,000 per annum on a pro rata basis (dependent on experience) |
| Pension | Employees are eligible to join the MFCP pension fund |
| Hours | Up to 35 hours per week – flexible |
| Holiday entitlement | 28 days plus statutory public holidays (pro rata) |
| Place of work | Home working |
| Term | 6 month fixed contract – potential to extend subject to funding |

The Project Background and the Role

The Moray Firth Coastal Partnership plays a unique role as a neutral, independent charity in promoting and facilitating sustainable solutions to the marine and coastal challenges faced by the Moray Firth and its communities. With our strategic overview of the area, we bring together a wide range of interested parties to increase our shared understanding on long-term sustainable solutions.

MFCP are also involved in practical, on the ground, coastal conservation initiatives. We are increasingly aware of the damage caused by marine litter and pollution on our coasts and seas. This can be extremely harmful to marine wildlife. The Moray Firth Coastal Partnership has been working on these since our incorporation 25 years ago, the most recent project being 'Our Firth, Our Seashore', which was previously funded by the Highland Coastal Communities Fund and the Marine Fisheries Fund. We are looking for a Marine Conservation Officer to continue the great work that's been done so far in this area.

The role will involve continuing the rollout of the Seashore Hub project, which involves setting up beach cleaning equipment sheds around the coastline of the Moray Firth, as well as generating community engagement and marine literacy activities around the region. The project officer will manage our social media presence to enhance marine conservation awareness and engage the community through digital platforms.

Job Purpose

The purpose of the role is to complement and provide added value to ongoing educational and beach cleaning efforts. The Marine Conservation Officer will deliver two core activities:

- (1) Beach Cleaning – engaging with the public and relevant stakeholders (including community groups), encouraging voluntary beach cleaning efforts. This will involve setting up beach cleaning sheds and liaising with local communities to increase coastal conservation efforts and may include some evening and weekend work.
- (2) Social media – Create content and manage the partnerships social media presence with the aim of increasing marine literacy in the region.

As well as engaging in marine literacy activities and encouraging beach cleaning, the project co-ordinator will also develop a strategic position, engaging with coastal communities and collaborating interest groups to help address marine litter and other environmental issues, which will include running workshops with local communities.

Key Responsibilities

- Develop marine litter engagement with schools, community groups, businesses and organisations.
- Identify and engage with coastal communities and stakeholders to promote involvement in beach cleaning through the Seashore Hub project

- Liaise with local interest groups to complement any ongoing beach cleaning and education efforts where appropriate, including planning and co-ordinating additional beach cleaning activities throughout the year.
- Work with the relevant Local Authorities to organise removal and uplift of beach litter.
- Provide regular updates to the Partnership Manager and provide feedback to MFCP Trustees as appropriate, which will involve attendance at quarterly board meetings (evening meetings).
- Establish and maintain contacts within regional media to promote project activities.
- Establish and maintain relationships with relevant local, regional, and national bodies.
- Seek opportunities to develop the project through external funding from relevant stakeholders and fundraising bodies.
- Carry out relevant tasks as agreed with Partnership Manager and MFCP Trustees.
- When necessary, liaise with Marine Directorate in relation to their National Marine Litter Strategy.
- Represent MFCP at conferences, public meetings, and other events.
- Undertake administration tasks relevant to the role, including managing the project budget.

Qualifications and Experience

| Essential | Desirable |
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| <ul style="list-style-type: none"> • Undergraduate degree in environmental or marine management (or similarly related field) • Understanding of environmental sustainability issues such as marine litter, waste management and climate change • Competence in public speaking and good presentation skills • Excellent time management and an orientation towards action • Experience of project management and delivery from initiation to completion • Competence in commonly used software e.g. Outlook, Word, Excel, Internet Explorer • Social media skills • Full, valid UK driving licence • Access to a personal vehicle | <ul style="list-style-type: none"> • Knowledge of the Moray Firth area including coastal communities and key stakeholders • Experience of working in an education environment • First aid trained |
| Key performance indicators | |
| <ul style="list-style-type: none"> • Adherence and compliance with the MFCP HSE policy • Adherence to MFCP staff handbook and any other MFCP policies and procedures • Living the MFCP vision and goals • Completes projects within time, budget and scope • Builds credibility amongst colleagues, stakeholders, funding partners and MFCP membership | |

N.B. This is a description of the job as it is presently constituted. It is normal practice to review job descriptions from time to time to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed.