Job Description

<table>
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<tr>
<th>Job Title</th>
<th>Marine Conservation and Engagement Co-ordinator</th>
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<tbody>
<tr>
<td>Location</td>
<td>Highland - Caithness to Nairnshire</td>
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<tr>
<td>Reporting to</td>
<td>Partnership Manager, Moray Firth Coastal Partnership (MFCP)</td>
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<tr>
<td>Salary</td>
<td>Up to £28,000 per annum (dependent on experience)</td>
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<td>Pension</td>
<td>Employees are eligible to join the MFCP pension fund</td>
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<tr>
<td>Hours</td>
<td>35 hours per week</td>
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<td>Holiday entitlement</td>
<td>28 days, plus statutory public holidays</td>
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<td>Place of work</td>
<td>Home working</td>
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<tr>
<td>Term</td>
<td>24 month fixed contract (February 2022 to February 2024)</td>
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MFCP Background and the Role

As the local coastal partnership for the Moray Firth and its 800kms of coastline, we are involved with a wide variety of issues, projects and stakeholders. Our unique overview of the Moray Firth, its communities and businesses, allows us the privilege to work with a great range of people and ideas. Our ethos is to work collaboratively with stakeholders and partners around the Moray Firth area. The range of our work means this can be with communities, businesses, individuals, public bodies or industry groups – anyone with an interest in developing sustainable solutions for the Moray Firth and its communities.

MFCP are 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 issues for a number of years. In 2006 we released a report on beach litter as part of our Beach Guardians project, and more recently we managed the SCRAPbook project (Scotland’s Coastal Rubbish Aerial Photography data collection), which used aerial photographs taken from light aircraft to map coastal litter hotspots across Scotland’s coastline [SCRAPbook - Tackling Scotland's Coastal Litter using Aerial Photography (scrapbook-scotland.org.uk)]. This project was undertaken in collaboration with UK Civil Air Patrol and the Marine Conservation Society. The ‘Our Firth, Our Seashore’ project builds on the success of the SCRAPbook initiative and aims to offer the educational and concerted beach clean activities to address the issues identified by the aerial photography. We are looking for a Marine Conservation and Engagement Co-ordinator to lead on this project.

Job Purpose

The purpose of the role is to complement and provide added value to ongoing educational and beach cleaning efforts through the delivery of the Our Firth, Our Seashore programme. The Marine Conservation and Engagement Co-ordinator (MCEC) will deliver two core activities:

1. Marine Education – working with schools throughout the project area through the preparation of a series of short educational film clips and participation in educational events (Covid dependent) and running workshop sessions with the general public (Covid dependent).

2. Beach Cleaning – engaging with the public and relevant stakeholders (including community groups), encouraging voluntary beach cleaning efforts (Covid dependent). This will involve some evening and weekend work.
As well as providing education to schools and encouraging beach cleaning, the project co-ordinator will also develop a strategic position, engaging with coastal communities and collaborating with interest groups to help address marine litter issues.

**Key Responsibilities**

- Develop marine litter education materials for school workshops.
- Liaise with schools and community groups to co-ordinate and deliver workshop sessions.
- Liaise with local interest groups to complement any ongoing beach cleaning and education efforts where appropriate.
- Plan and co-ordinate multiple beach clean series throughout the year.
- Identify and engage with coastal communities and stakeholders to promote involvement in beach cleaning.
- Work with the relevant Local Authorities to organise removal and uplift of beach litter.
- Create marine education film clips and promote these on social media, and generally develop and maintain social media platforms to promote the project activities and MFCP activities.
- Provide regular updates to the Partnership Manager and provide feedback to MFCP Trustees as appropriate (this may involve attendance at some quarterly evening board 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 Scotland 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 in conjunction with the Funding and Projects Manager.

**Qualifications and Experience**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Experience of project management and delivery from initiation to completion</td>
<td>Undergraduate degree in a relevant subject (or equivalent work experience)</td>
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<td>Understanding of environmental sustainability issues such as marine litter, waste management and climate change</td>
<td>Knowledge of coastal environment conservation practices</td>
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<td>Experience of working in an education environment</td>
<td>Knowledge of the Moray Firth area including coastal communities and key stakeholders</td>
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<td>Competence in public speaking and good presentation skills</td>
<td>Social media skills</td>
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<td>Event Management experience</td>
<td>Existing network of relevant contacts</td>
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<td>Ability to work with children / schools (requirement to join the PVG Scheme)</td>
<td>Experience organising beach cleans / similar community events</td>
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<td>Strong commitment to volunteering work</td>
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• Excellent timekeeping and an orientation towards action
• Outgoing, energetic with strong interpersonal skills
• Willingness to work long hours outdoors in very changeable weather
• Competence in commonly used software e.g. Outlook, Word, Excel, Internet Explorer and videoconferencing platforms such as Microsoft Teams and Zoom
• Full, valid UK driving licence
• Access to a personal vehicle

• Resourceful, flexible, problem-solver, able to adapt to unexpected situations
• First aid certification

Key performance indicators
• To deliver a project in accordance with the grant terms and conditions, and to collect and collate all information necessary for grant reporting
• To hold a number of public workshops over the two-year duration of the project
• To promote and document the Our Firth, Our Seashore project through the production of social media materials such as educational short film clips, newsletters, blogs or articles for the MFCP website and regularly use social media channels to communicate with MFCP membership, volunteers and the general public
• To further cultivate partnerships with relevant organisations
• 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

Resources
The post owner will require their own transport – travel expenses will be reimbursed at the HMRC standard rate. A laptop and mobile phone will be provided for work use only. Appropriate PPE will also be provided.

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. I would inc. that people may be required to work outside their job description from time to time, subject to the organisation’s needs.

The successful applicant may therefore be asked to undertake other roles and responsibilities as, and when, required.
This post is funded through the Highland Coastal Communities Strategic Fund:

[The Highland Council logo]

Comhairle na Gàidhealtachd