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Coastal Communities Network Coordinator, Scotland

“In the past century Fauna & Flora 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,
Fauna & Flora Vice-president

Fauna & Flora

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

Scotland Team

Fauna & Flora is one of only a few international organisations working in the Eurasia region and is helping to raise awareness of the need for action amongst other international conservation and development charities. Our conservation work in Scotland is founded on the belief that establishing functional, effective and independent community organisations, working towards their own local and national nature conservation agendas, brings about positive change for biodiversity. We work to increase the participation of community members in natural resources management and emerging nature-based economies, and on building the capacity of community groups in Scotland to deliver community-led conservation.

Since 2014 Fauna & Flora has been championing and supporting a growing number of community groups across Scotland to engage in local conservation and restoration efforts, focused initially in coastal areas. This has demonstrably helped these communities to realise their ambitions to deliver positive changes for the marine environment and resulted in a dynamic network of engaged and vocal community groups working together to campaign for policy changes and bringing about tangible biodiversity benefits: The Coastal Communities Network (CCN).

Outside of CCN, we support community leadership of nature protection and restoration across any ecosystem, whether land or sea. Our work includes support to community groups to play a key role in the scaling up of conservation and restoration in Scotland, while ensuring communities are at the heart of the approach, nationally. Alongside this, we support local groups to continue to engage in ongoing management as well as policy opportunities.

The Opportunity

This is a unique opportunity to support the effective coordination and future development of the Coastal Communities Network, Scotland, on a 2-year fixed term basis, at 80% FTE (30hrs/ week). The Coastal Communities Network Coordinator will work alongside Fauna & Flora'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 Council.

The post holder will work closely with the Programme Manager, Scotland and the CCN Council, 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 Council 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 flexibly. In addition, Fauna & Flora offers a generous pension contribution, attractive annual leave allowance and life insurance.

This role is not eligible for sponsorship for a Skilled Worker Visa.

Terms and Conditions

Start Date:	August 2024
Duration of Contract:	2-year fixed term contract
Probation Period:	Six months
Gross Salary:	£31,505 pro rata per annum
Location:	Fauna & Flora's office space in central Edinburgh, UK Current policy offers partial remote working within the UK
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 Fauna & Flora UK offices are closed Group Life insurance, currently set at a benefit of 4 x basic salary
Hours of Work:	This is a part time position working 80% working time, equivalent to 30 hours per week. Full time hours are 37.5 per week, Monday to Friday inclusive.

Job Description

Job Title: Coastal Communities Network Coordinator, Scotland

Reports to: Programme Manager, Scotland

Key working relationships: Community Support Specialist, Scotland
Capacity Building Support Specialist, Scotland
Director of Operations, Eurasia
Partnerships & Organisational Development team
The Coastal Communities Network Council
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 Council, under the guidance of the Programme Manager, Scotland. The post holder will work closely with the Programme Manager, Scotland, and the CCN Council, to support CCN's wider governance and development, coordinate communication between members, and actively recruit new members as per the formal consultation 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 also be responsible for liaising with and maintaining relationships with agreed stakeholders, development of policy outputs for CCN and linking CCN members with Fauna & Flora support.

Main 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 Council.
- Coordinate monthly CCN Council 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 Council (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 Programme Manager, Scotland.
- Where needed, 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 regular in-person CCN workshop.

- 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 CCN's social media accounts.
- Alongside the Programme Manager, and other members of the Fauna & Flora 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.
- Coordinate meetings and action from the CCN Forums
- Support CCN's administrative processes, including file storage, tracking progress on the strategy and producing the annual report.
- Capture all requests for support from CCN, or individual CCN members, and ensure these are raised with the appropriate Fauna & Flora staff teams, or external contacts, as appropriate.

Development

- Maintain a register of potential funding sources and fundraising resources appropriate to the CCN and its members.
- Support the Programme Manager in project-level fundraising and donor and internal reporting related to CCN.
- Support the Programme Manager and CCN Council to implement processes for the future development of CCN, including effective discussion of future structures, operating models and fundraising, as it moves towards increasing independence from Fauna & Flora.
- Review the strategy and implementation plan for CCN on an annual basis.

Learning and Assimilation

- Learn about locally-led marine management in Scotland.
- Where requested, 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:

- Where requested, 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, knowledge & experience	<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 individuals • Strong administrative skills, including meeting arrangement and reporting • Ability to prioritise and manage time effectively • Fluent in English (spoken and written) • IT literate • 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 • 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 	<ul style="list-style-type: none"> • Website development and maintenance (e.g. Wordpress) • Group or meeting facilitation skills • 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

Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates Fauna & Flora's Values • 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 and empathy with Fauna & Flora's mission and vision • Pre-existing right to work in the UK 	

Fauna & Flora 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 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 inclusive, supportive & respectful
- We get things done

How to Apply

Applications should consist of the following:

- Covering letter explaining:
 - How you qualify as an early career conservationist
 - Detail the ways in which you meet the person specification and give examples where you can.
 - Explain what you hope to get out of the internship
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to rebecca.plant@fauna-flora.org

Please mark your application '**[Your Name] Coastal Communities Network Coordinator**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **Sunday, 7 July 2024**. Interviews are likely to take place during the week commencing **Monday, 15 July 2024**.

No agencies please.

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

Fauna & Flora 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, People Adviser, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org

Fauna & Flora values diversity and is committed to equality of opportunity