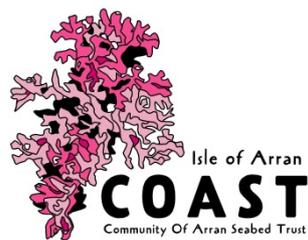


Job Application Pack



Director Operations and Development



Job advert

Director – Operations and Development

Do you have the skills to lead the Isle of Arran's acclaimed community-based marine conservation group and develop a new marine centre on Arran? If so, please see below for full details of the position and how to apply.

Community of Arran Seabed Trust (COAST)

COAST is a multi-award winning marine restoration group established in 1995 by two local divers in response to the collapse of commercial fish stocks and the degradation of seabed habitats in the Clyde. Described by George Monbiot as 'pathfinders', COAST established Scotland's first and only community-driven No Take Zone in 2008 after a 13 year campaign. We proposed the South Arran Marine Protected Area (MPA) in 2012 which came into full effect in 2016. COAST is a passionate volunteer-based organisation with a staff team committed to the full realisation of the environmental, social and economic potential of our MPA and the progressive development of Clyde marine management. To help deliver this, in December last year, we purchased a shore-side site and pavilion in Lamlash which we are converting into a hub for marine engagement and recreation.

The job

The Director - Operations and Development, will lead COAST on the next phase of its growth and deliver on our strategic objectives. Working closely with the Board, staff and volunteers you will be responsible for the development of our new site, capital building projects, organisational evolution and sustainable financial management. Diversification and development of income streams and the oversight of core and capital grant applications is a central component of the role. As a campaigning organisation you will work closely with the team to ensure we are focused on improving the health of the Clyde marine environment for the benefit of local and wider Clyde stakeholders.

The person

We are looking for strong leadership and communication skills and a demonstrable commitment to environmental management. You will have a track record in team building, organisational development and project management within the marine, environmental, tourism or wider NGO field, preferably with experience in capital project management. The successful candidate will also have business acumen and the ability to negotiate and represent COAST at all levels and through a variety of broadcast, print and social media.

To apply

To apply, a full CV with a covering letter detailing how you meet our requirements should be sent by email to Jennifer Stark at jstark@arrancoast.com by 12 May 2017. Interviews are planned for 24/25th of May. If you would like to discuss this position with us informally please email us at the same address.

JOB DESCRIPTION

JOB TITLE:	Director (Operations and Development)
SALARY RANGE:	£28,000 to £32,500
REPORTS TO:	COAST Secretary
STAFF:	Responsible for Communications Officer, Marine Outreach Officer and Bookkeeper, local and short term volunteers, and visiting students
CONTRACT:	12 months (extendable dependent on funding and performance)
LOCATION:	Isle of Arran

Main responsibilities

- To lead and manage COAST's ongoing work programme and coordinate new developments
- To deliver COAST's strategy and objectives as agreed by the Board and as key member of a hands-on staff team

Specific objectives

1. Ensure that COAST's work is focused on delivering our vision for healthy and productive seas around Arran and the Clyde by realising the full environmental, economic and social potential of the South Arran Marine Protected Area.
2. Facilitate and contribute to COAST's Strategic Plan and develop an annual operational plan for Board approval. Make recommendations to the Board as necessary to ensure the effective running of the organisation and working groups.
3. Develop the long term financial viability of COAST. Oversee core and capital fundraising in line with agreed budgets and ensure funding targets are met. Diversify income streams and maximise potential earnings from merchandise and consulting.
4. Develop a fully costed and optimised business plan setting out options for a new marine discovery and activity visitor centre.
5. Work with staff, external consultants, architects, planners and builders to deliver an innovative and unique marine visitor centre to an agreed schedule.
6. Recruit and manage COAST staff, contractors and volunteers as per agreed strategy and in consultation with the line manager as appropriate.
7. Maintain a productive and positive relationship between staff, board, advisory panel, local volunteers and the island community.
8. Manage and develop COAST's staff team to ensure it continues to be a motivated and dynamic unit with the capacity to deliver agreed priorities.
9. Oversee effective COAST campaigns, communications, research and outreach initiatives.
10. Maintain and develop COAST's network of professional, academic and business contacts and partnerships on and off the island.
11. Represent COAST at regional and national meetings and conferences as required.
12. Any other tasks falling within scope of this position as detailed by the line manager.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

Essential:

- Proven track record in organisational, staff and project management preferably gained in a similar organisation.
- Extensive budgeting, fundraising and financial management experience.
- Highly developed administration and planning skills.
- Business acumen and the ability to recognise sustainable opportunities.
- Experience of visitor centre (or similar) development and/or management.
- Demonstrable commitment to conserving and restoring Scotland's environment.
- A degree level qualification in a relevant discipline or extensive practical experience and knowledge in the fields of marine management, business or tourism.
- An up-to-date understanding and knowledge of marine environmental issues and current policy (Scotland UK and EU).
- Computer literate and competent user of Microsoft Office and other packages.
- Excellent written and oral communication skills and the ability to represent COAST in person and via broadcast, print and social media.
- An adaptable self-starter able to enthuse and motivate volunteers, Board members and the wider community.
- Keen awareness of health and safety issues and the ability to think and act quickly when confronted with emergencies.
- Full, preferably clean, driving licence.

Desirable:

- First Aid Certificate.
- Disclosure Scotland, basic or higher level clearance.
- Experience of working in the NGO/ third sector.
- Track record in social enterprise and/or business and retail development.
- Proven ability to deliver sustainable capital building projects.
- Experience in leading public consultations and community engagement.
- Experience of working with broadcast, print and social media and with journalists.
- Practical experience of marine campaigning and/or marine related activities in Scotland.
- Knowledge of the Scottish fishing industry and Scottish Government agencies.
- Coordination of research projects in liaison with academic institutions and the ability to maintain strong relationships with Universities.
- Experience in writing responses to public consultation papers.

TERMS OF EMPLOYMENT

Outline details of the terms of employment are set out below:

- **Length of Contract:** 12 months extendable depending on funding and performance.
- **Probation period:** There will be a 3 month probation period.
- **Annual Leave:** 20 days holiday plus 6 flexible public and 4 set public holidays pro rata.
- **Hours of Work:** 37.5 hours per week; this may include some weekends and evenings.
- **Location:** COAST office, Isle of Arran with travel to mainland UK. The candidate will be expected to be resident on Arran or to move to Arran.
- **Reporting:** A monthly progress report will be prepared by the Director.
- **Training:** Training will be provided as appropriate to the position.
- **Appraisals:** There will be an appraisal after 3 months and annually thereafter.
- **Expenses:** Approved expenses will be reimbursed each month.
- **Disclosure:** The position holder is required to complete a Disclosure Scotland check.

COAST, 18 April 2017

THE COMMUNITY OF ARRAN SEABED TRUST LTD is a Company Limited by Guarantee

Registered Company No SC299917 at Companies House Edinburgh.

A Charity Registered in Scotland SC042088

COAST is the trading name of the above named Company

www.arrancoast.com

This post is grant supported by the Esmée Fairbairn Foundation and John Ellerman Foundation