



# Marine Programme Assistant (Two positions)



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Spirit of the Community Environment Winners 2017  
Goldman Environmental Prize 2015  
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## **Volunteer position advert**

<b>POSITION TITLE:</b>	Volunteer Marine Programme Assistant (2 positions)
<b>REPORTS TO:</b>	COAST Staff Member
<b>DURATION:</b>	Three months - from June 3 <sup>rd</sup> to September 1 <sup>st</sup> 2019, inclusive
<b>HOURS:</b>	37.5 hours a week (including evening and regular weekend work as required)
<b>LOCATION:</b>	COAST, Lamlash, Isle of Arran

Do you have the skills and enthusiasm to help COAST at their new Marine Activities and Learning Centre - The Octopus Centre - on the shores of Arran's community-led No Take Zone and Marine Protected Area? Your main tasks will be to assist in Centre management and visitor experience, communications and outreach.

### **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 following 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 2016, we purchased a shore-side site and pavilion in Lamlash which we have renovated. In September 2018, we proudly opened Scotland's first community-led Marine Protected Area Visitor Centre which provides a unique opportunity for the public to connect to our seas and discover how they can make a difference to marine conservation.

### **Main duties**

The volunteers will focus on meeting and greeting locals and visitors to the marine hub, involving them with our marine environment and community in various ways: assisting shore scrambles, rock pool sessions, marine tank sessions, pop-up events, hiring sports and games equipment, assisting with catering and selling COAST merchandise. In addition the volunteers will be asked to assist with:

- Developing content (written, visual and audio-visual) and uploading to our website and social media channels
- Event and workshop planning/organisation/logistics and volunteer management
- Database development and maintenance, updating our interactive map, merchandise management and administration tasks
- Assisting with any other designated tasks to support the COAST team

## **The person – qualifications, knowledge and experience**

We are looking for 2 volunteers to work closely with staff, local volunteers and research students to support the development of our new hub. We are seeking highly motivated individuals to join our friendly team this summer. These roles will involve being the first point of contact for our visitors and volunteers so it is essential the volunteers project a positive and knowledgeable image of COAST and ensure everyone who visits or calls feels welcome and is well attended.

### **Essential**

- Commitment to conserving and restoring Scotland's marine environment
- A degree or post-graduate level qualification in a relevant discipline or practical experience and knowledge in at least one of these fields; marine science/environmental education/web communications
- Excellent written and oral communication skills, confident talking in public and leading groups. An adaptable self-starter and problem-solver able to enthuse and motivate volunteers and the wider community
- Keen awareness of health and safety issues and the ability to think and act quickly when confronted with emergencies
- IT literate and competent user of Microsoft Office and other commonly-used software packages
- Excellent organisational skills
- Happy to work outdoors in all weathers, the work may involve walking on difficult to access rocky intertidal areas
- Fluent in English (spoken and written)

### **Desirable**

- Full, clean, valid driving licence
- Experience of working in the NGO/third sector
- Competent in video editing, graphic design, and ArcGIS mapping and Storymap
- Experience using Wordpress content management systems and blogs
- Experience with aquariums/marine tanks and underwater ROV's/drones
- Experience leading snorkelling groups
- Experience with scuba cylinder air fill stations
- An up-to-date understanding and knowledge of marine environmental issues and current policy (Scotland, UK and EU)
- Current First Aid Certificate
- Disclosure Scotland, basic or higher level clearance

### **Professional development and learning context**

- We aim to provide our volunteers with a supportive and positive environment and a clear work programme so that you can make the most of your time volunteering with us.
- Learn how a well-established and recognised community marine conservation organisation operates at our stunning location in Lamlash Bay.
- Develop the skills to confidently plan, set up and deliver the day-to-day activities of a busy marine activities and learning centre, including retail, education and exhibition areas.
- Peer-to-peer learning on the job with our staff and community volunteers.
- We will cover the cost of enrolment onto the Advanced PVG Disclosure Scotland scheme.
- You will receive any other appropriate training if and when opportunities arise during the season.

## To apply

Please send a full CV with a covering letter detailing how you meet our requirements to Jenny Stark at email(at)arrancoast.com by 5pm, 17<sup>th</sup> March 2019.

Candidates selected for Skype interviews will be notified week commencing 25<sup>th</sup> March, with calls anticipated to be held week beginning 1<sup>st</sup> April. The volunteers are expected to start on Monday 3rd June 2019.

We expect applicants to be able to commit to this role for the full 3 months.

If you would like to discuss this position with us informally, please email us at the same address.

## TERMS OF VOLUNTEER POSITION

- **Length of Volunteer position:** 3 months.
- **Probation period:** There will be a 1 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 will include regular weekends and some 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 for the period of the position.
- **Training:** Training on the job will be provided as appropriate to the position.
- **Appraisals:** There will be an appraisal after month 1 and month 3.
- **Subsistence:** Accommodation is not provided by COAST. A small subsistence contribution may be provided to assist with living costs if required. Please state in your application whether this will be required.
- **Disclosure:** Successful allocation of this position is subject to clearance from a basic Disclosure Scotland check.
- **Expenses:** All appropriate and approved work expenses will be reimbursed.

COAST, 21<sup>st</sup> January 2019