



COAST Job Application Pack:

Centre Administration Assistant



THE COMMUNITY OF ARRAN SEABED TRUST (COAST) is a Company Limited by Guarantee
Registered Company No SC299917 at Companies House Edinburgh.
A Charity Registered in Scotland SC042088
www.arrancoast.com www.octopuscentre.com

Spirit of the Community Environment Winners 2017
Goldman Environmental Prize 2015
Nature of Scotland Award Winners 2014

JOB ADVERT

Centre Administration Assistant

Do you have the skills to assist Arran's acclaimed community-based marine conservation group at its new Marine Activities and Learning Centre? A rare opportunity has arisen within COAST for a part-time Centre Administration Assistant to help with the day-to-day management of the Octopus Centre in Lamlash.

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 small organisation with an enthusiastic staff and volunteer 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, the Octopus 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.

The job

The main responsibilities of the Centre Administration Assistant are to provide administrative support of COAST's activities, manage the Octopus Centre volunteer team and work with the Funding and Centre Manager to maximise revenue at the Centre. More specifically, the duties of the role include the processing of appropriate invoices, management of hire equipment and retail stock, conducting volunteer inductions and providing appropriate support for events. The Centre Administration Assistant is under the management and guidance of the Funding and Centre Manager and will be directly contributing to the fulfilment of the conservation goals of COAST.

The person

The successful candidate will be highly organised and proficient in all administrative tasks, including rota management, money handling and stock-taking. You will be able to demonstrate a high level of organisational ability, be IT literate and have excellent communication and interpersonal skills. You must be able to work flexibly and independently to a high standard, and experience working alongside and managing small teams of volunteers is desirable.

To apply

To apply, a full CV with a covering letter detailing how you meet our requirements should be sent by email to Jenny Stark at [jstark\(at\)arrancoast.com](mailto:jstark@arrancoast.com) by **5pm, 31st March 2019**. Interviews are likely to be held on the 8/9th April. If you would like to discuss this position with us informally please email us at the same address.

JOB DESCRIPTION

JOB TITLE:	Centre Administration Assistant
SALARY RANGE:	£16,000 - £18,000 per annum pro rata (£6,400 - £7,200 for 15 hours per week)
REPORTS TO:	Funding and Centre Manager
RESPONSIBLE FOR:	Centre Volunteers
CONTRACT:	Initially 12 months
LOCATION:	Lamlash, Isle of Arran

JOB OUTLINE

Main responsibilities

- Undertake administrative functions to support COAST's activities.
- Manage the Octopus Centre Volunteer Team.
- Work with the Funding and Centre Manager to ensure best practise to maximise revenue within the Octopus Centre

DUTIES & RESPONSIBILITIES

Specific duties include the following. Other tasks may be assigned in line with COAST's objectives and priorities.

Marine Activity and Learning Centre - Octopus Centre

- Administration support to COAST staff.
- Manage the Front of House Volunteer Team at the Centre, ensuring appropriate training is received.
- Coordinate tennis memberships and fees, and act as a point of contact for matters relating to the use of the tennis courts and hire of equipment. Manage relevant bookings.
- Oversee all hires from the centre and ensure all equipment is maintained in good condition.
- Notify the Fundraising and Centre Manager of any health and safety issues as appropriate.
- Assist with the maintenance of Octopus Centre exhibits with direction from COAST's managers; including cleaning displays, marine tank maintenance and reprinting of exhibits and signage.
- Work with the team to assist in increasing the volunteer capacity for the Centre.
- Provide support to the Outreach and Communications Manager regarding events being held at the Octopus Centre.

Merchandise

- Manage stock and organise the purchase of new items.
- Sell and distribute COAST merchandise on Arran and via the online shop.
- Identify and support local businesses selling COAST merchandise.
- Assist the Funding and Centre Manager in developing the retail area within the Octopus Centre.

Office

- Ensure public spaces, office and store are well presented at all times.
- Maintain adequate stocks of merchandise, leaflets, equipment and refreshments.
- Work with managers to ensure computer back-ups, electronic and physical filing is organised and up-to-date.

Finance and purchasing

- Undertake and record approved purchases.
- Ensure appropriate financial information relating to the shop and centre are gathered monthly.
- Co-ordinate financial receipts and payments and record them appropriately.
- Administer Octopus Centre revenue, ensuring appropriate recording.
- Oversee orders and donations generated via the website.
- Process all incoming invoices and expenses claims in agreement with the Funding and Centre Manager.

Events, meetings and operations

- Answer all enquiries and promote COAST's work in a confident, inspirational and motivational way.
- Assist with the administration and support for events, meetings and community engagement consultations.
- Take notes at meetings and draft minutes as required.
- Provide support to COAST's operations and activities as required.

TERMS OF EMPLOYMENT

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

- **Length of Contract:** Initially 12 months
- **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:** 15 hours per week; expected to be split evenly, 3 hours over 5 days, however this is flexible for the right candidate. This may include some weekends and evenings.
- **Location:** COAST office, Isle of Arran. The candidate will be expected to be resident on Arran or to move to Arran.
- **Reporting:** A progress report will be prepared by the Officer as and when requested by the Funding and Centre Manager.
- **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, 7th March 2019

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COAST is the trading name of the above named Company

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