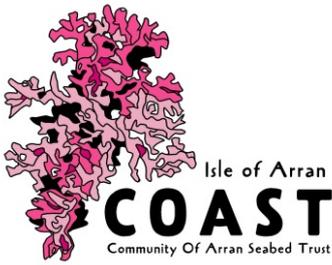


COAST Job Application Pack:

Funding and Centre Manager



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

Funding and Centre Manager

Have you got experience of working to targets in a busy visitor environment? An exciting opportunity has arisen within COAST for a Funding and Centre Manager. We're looking for someone who can run our Marine Activities and Learning Centre and secure funds to ensure financial sustainability of the charity as a whole.

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 Funding and Centre Manager will lead COAST's fundraising strategy whilst also managing the vast range of services provided at the Octopus Centre. The role will involve budget management and direct supervision of our part-time Centre Administration Assistant. Diversification and development of income streams and the oversight of core, capital and project grant applications is a central component of the role. In this job, you will work to improve our system for managing our existing donors and develop all existing relationships, as well as identifying new income streams. You will supervise the maintenance and upkeep of all aspects of the Octopus Centre, including relevant insurance, health and safety certificates and other legal regulations.

The person

The successful candidate will have a track record in fundraising or centre management, with either a degree-level qualification or considerable demonstrable experience in a relevant field. Direct sales experience and work in a role where customer service, professionalism and an eagerness to meet a financial target would be beneficial. You will have excellent IT and communication skills, be highly organised and systematic and have experience in diversifying income streams and income reporting. The successful candidate is expected to have an interest in marine conservation with the ability to work flexibly, independently and as part of a small team. You will be friendly, confident and approachable.

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@arrancoast.com by **5pm, 31st March 2019**. Interviews are likely to be held on the 25/26th April. If you would like to discuss this position with us informally please email us at the same address.

JOB DESCRIPTION

JOB TITLE:	Funding and Centre Manager
SALARY RANGE:	£22,000 - £28,000 per annum pro rata (£17,600 - £22,400 for 30 hours per week)
REPORTS TO:	Executive Director
RESPONSIBLE FOR:	Centre Administration Assistant and Centre Volunteers
CONTRACT:	Initially 12 months
LOCATION:	Lamlash, Isle of Arran

JOB OUTLINE

Main responsibilities:

- Plan, co-ordinate and implement a diversified fundraising strategy to ensure COAST's long-term financial stability.
- Manage and maintain the Octopus Centre and the range of services provided.
- Supervision and management of the Centre Administration Assistant.
- Manage the budget for the Octopus Centre.

DUTIES & RESPONSIBILITIES

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

Fundraising

- Review fundraising strategy and create an ongoing and up to date plan.
- Ensure a variety of funding is secured; core, project and capital to meet the annual budget forecast.
- Achieve fundraising targets together with the Executive Director and Outreach and Communications Manager.
- Produce grant applications, identify potential new donors, build relationships with major donors, and develop diversification of income streams (legacy, local and corporate).
- Produce reports for funders based on accurate expenditure information.
- Prepare fundraising updates for regular Finance Working Group meetings.
- Manage the database for grant application information, facts and figures and reporting and ensure it is up to date.
- Identify areas to the Executive Director, book-keeper and any other relevant team members where and by when restricted funding needs to be spent.
- Review and contribute to the donations and funders sections of the website.
- Ensure any donors via website or otherwise are acknowledged and thanked directly.
- Keep recording up to date and produce bi-monthly summary report for the Executive Director in time for the finance working group.

Community, visitor and business engagement

- Engage with local businesses and realise the economic benefit of the South Arran Marine Protected Area.
- Work with team to increase COAST's volunteering capacity.

Marine Activities and Learning Centre - Octopus Centre

- Supervise the maintenance of all facilities at the Centre, the upkeep of the building and outsource support (such as cleaning) as required.
- Ensure compliance with health and safety, insurance, and any other legal regulations.
- Ensure maintenance of the air compressor and oversee the provision of the air fill service.
- Together with the Outreach and Communications Manager, ensure the marine tank is maintained and the creatures and plants within it are well cared for.
- Work with the Executive Director and Outreach and Communications Manager on ensuring best practise to maximise revenue via the Octopus Centre.
- Develop a plan for interpretation and engagement facilities for the outdoor space at the Centre in conjunction with other team members.
- Keep recording up to date and produce bi-monthly summary report.

Finance and purchasing

- Work with the Executive Director and liaise with COAST's treasurer, bookkeeper, and Centre Administration Assistant to deliver effective financial management for the charity.
- Handle all purchases appropriate for the position consistent with COAST's procurement policy.
- Be familiar with the use of SAGE management accounts in liaison with the bookkeeper.
- Identify annual delegated budget for this role in agreement with the Executive Director.
- Manage income and expenditure against delegated budget for Funding and Centre Management.

Management and supervision

- Provide management and supervision for the Centre Administration Assistant, including a Personal Development and Performance Review Plan.

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:** 30 hours per week; expected to be split evenly, 6 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 with travel to mainland UK. The candidate will be expected to be resident on Arran or to move to Arran.
- **Workplace Pension Scheme:** Enrolment in a third party workplace pension scheme
- **Reporting:** A progress report will be prepared by the Manager as and when requested by the Executive 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, 7th March 2019

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