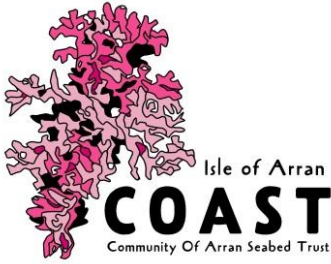


COAST Volunteer Position Application Pack



Marine Engagement Volunteer



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

POSITION TITLE: Marine Engagement Volunteer
REPORTS TO: COAST Staff Member
DURATION: Ideally 12 weeks from 20th June – 11th September 2022, inclusive. Start/End dates & duration (min. 4 weeks) negotiable for right candidate.
HOURS: 37.5 hours a week (including regular weekend work and some evenings as required).
LOCATION: COAST Discovery Centre, Lamlash, Isle of Arran

Do you have the skills and enthusiasm to help COAST at their Discovery Centre on the shores of Arran's community-led No Take Zone and Marine Protected Area? We are seeking full-time volunteers to assist with the running of the Discovery Centre during our busy summer period.

Community of Arran Seabed Trust (COAST)

Based on the Isle of Arran, COAST is a multi-award-winning marine conservation group restoring the health and diversity of Arran's inshore waters. Embedded in and driven by our island community we established Scotland's first and only community-led No Take Zone in 2008 and the South Arran Marine Protected Area in 2016, before opening the COAST Discovery Centre in 2018.

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. The COAST Discovery Centre is a vital asset to help us achieve our goals, providing 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 volunteer will focus on meeting and greeting locals and tourists to the Discovery Centre, involving them with our marine environment and community in various ways. You will ensure visitors have the warmest welcome to our centre and experience a positive visitor experience.

First and foremost, this role is Front of House at the Discovery Centre, greeting people, answering questions and managing purchases and bookings. Where possible and as need dictates, we will seek your assistance with shore scrambles, marine tank sessions, community events pop-up events, research activities and snorkelling sessions. In addition, you may 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 a volunteer to work closely with staff, local volunteers and research students to support the day-to-day running of our Discovery Centre in high season. We are seeking highly motivated individuals to join our friendly team this summer. This role will involve being the first point of contact for our visitors and volunteers, so it is essential the volunteer projects 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/conservation.
- 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 visitor centre, including retail, education and exhibition areas.
- Peer-to-peer learning on the job with our staff and community volunteers.
- 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 Crockett at recruitment(at)arrancoast.com no later than Thursday 19th May.

We will then be in touch to arrange a virtual chat if we feel you meet our requirements.

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:** Ideally 3 months but negotiable (minimum 4 consecutive weeks).
- **Probation period:** There will be a 1 month probation period.
- **Annual Leave:** 20 days holiday pro rata (5 days for 12 weeks).
- **Hours of Work:** 37.5 hours per week; this will include regular weekends and some evenings.
- **Location:** COAST Office, Isle of Arran. 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 will be provided to assist with living costs.
- **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, 4th May 2022