

# Information Pack

## Dornoch Restoration Officer

£21,848 per annum pro rata

Fixed term 6-month contract

Hybrid home working/On-site Glenmorangie Distillery, Tain, IV19 1PZ Scotland



## Our values

We work to protect our ocean, and all that depend on it, the wildlife, the people, and now, our planet. We are looking for people who demonstrate our values, but who also contribute their own perspectives and experiences to add to our knowledge and our culture.

- We are brave
- We have integrity
- We are a community
- We are credible
- We are positive
- We are solutions focused

## The opportunity

At the Marine Conservation Society, we are dedicated to protecting marine ecosystems and promoting sustainable practices. We work closely with communities, volunteers, and partners to raise awareness and drive positive change for our oceans.

We are seeking a passionate and driven individual to join our team as a Dornoch Restoration Officer. In this role, you will be responsible for promoting Marine Conservation Society messages, delivering engaging events and public talks, and recruiting, training, and managing volunteers around the Dornoch Firth area. You will work closely with our Learning team and Heriot-Watt University to achieve our objectives on education and citizen science delivery.

## What you'll do

- Recruit, train, supervise and help coordinate Marine Conservation Society volunteers around the Dornoch Firth including achieving objectives on education and citizen science delivery.
- Support on engaging communities to build public support for the next stage of the DEEP, which is to gain a marine license to introduce four million native oysters.
- Deliver education sessions to primary, secondary and local youth groups in the area (which will include flexibility on work hours for some weekends and evening engagements).
- Strengthen existing and establish new positive working relationships with local communities and relevant stakeholders in support of DEEP

## What you'll need to show us

- Proven ability to effectively engage different audiences including community groups and young people
- Excellent project co-ordination skills, able to plan and deliver within set timescales and targets
- A current driving license, and reliable and frequent access to a vehicle, with confidence to make work trips to a variety of locations.
- Excellent communication and presentation skills with experience of delivering talks and raising public awareness through attendance at key events

## What it's like to join our team:

Our team are passionate advocates for our ocean and how it can support our climate. Our watercooler chats are like no other. We find that inspiring, but we've also got other ways to value your contribution:

- Annual leave that starts at 25 days a year, plus Bank Holidays, increasing with service We also close between Christmas and New Year as extra time off.

- 6% contribution to our stakeholder pension scheme
- Sick pay at full-pay for 8 weeks, then 8 more weeks at half-pay (after probation ends)
- Great work life balance through flexible working, and you can work remotely in the UK if that fits with your role.
- Support for your health and wellbeing with a programme of activities and an employee assistance programme for you and the people who live with you.

We also value who you are, and what you bring that makes you able to do your very best work. We work to our values, but welcome diversity of thought, of experience, and background. Equity, diversity and inclusion are part of everything that we do.

We welcome applications from all sections of the community, particularly those that are under-represented in environmental and charity sectors.

### **Ready to dive in?**

We understand that the application process can be difficult if you have a condition or disability that you live with. We want to make it as easy as possible for you to shine during your application process, so please let us know what we can do to accommodate you.

Read on through this pack – there's lots more detail on the role and what to put in your application.

**The closing date for applications is 24<sup>th</sup> March 2024, Interviews to be held week commencing the 1<sup>st</sup> April 2024.**





## Dornoch Restoration Officer

### Main duties

**To promote Marine Conservation Society messages and deliver engagement events and public talks on-site at Glenmorangie Distillery and wider Dornoch Firth and Moray Firth area.**

- Provide talks and presentations on the Dornoch Firth marine environment, Dornoch Environmental Enhancement Project (DEEP) and Marine Conservation Society/Glenmorangie partnership to distillery visitors on-site, as directed by Glenmorangie. There will be a focus on large tour groups, corporate tours, visiting students and partners of the project plus guests of Glenmorangie, estimated at a 2-3 days per week during peak season (June – Aug).
- Under the direction of the Learning and Community Engagement Manager (Scotland), represent our organisation at the Glenmorangie Distillery in Tain.
- Maintain quality information and display materials at the distillery. Be the main point of contact at the distillery for anyone wishing to find out more about us and our work.
- To represent us and our partners at key events hosting an outreach stall, talk, training event or presentation (both virtual or live) as necessary.
- To deliver engagement activities to Glenmorangie staff across Scotland (eg. those based at Islay distillery) and develop opportunities with communities based there.

**To recruit, train, supervise and help coordinate Marine Conservation Society volunteers around the Dornoch Firth including achieving objectives on education and citizen science delivery. Achieved by working in close collaboration with Marine Conservation Society Scotland & Learning Community Engagement Manager (LCEM) team and Heriot-Watt University (HWU).**

- Work closely with our Learning and Community Engagement, Volunteer and Citizen Science teams to deliver effective volunteer engagement on projects and campaigns as necessary, recruiting Sea Champion volunteers effectively.
- Deliver education sessions to primary, secondary and local youth groups in the area, linked to our Scottish education package, including classroom work and outdoor beach activities as necessary.
- Deliver outreach targets through supporting volunteer activity by hosting public and corporate beach cleans, including during our flagship Great British Beach Clean as well as a range of additional citizen science events including the Big Seaweed Search and Source to Sea Litter Quest to diverse audiences.
- Work with HWU teams to trial a DEEP-focused education package in schools.
- Work closely with Restoration Forth project & other projects (such as Seawilding) to share best practice, coordinate messaging and ensure maximum synergy across messaging on native oyster restoration.

**To support on engaging communities to build public support for the next stage of the DEEP, which is to gain a marine license to introduce four million native oysters. This work includes trialing education and training materials for community engagement with DEEP restoration work.**

- Work effectively with our Communications team and DEEP partners on print, web and media outputs. Raise the profile of DEEP and our organisation through authorised social media channels, following guidance, including sourcing internal and external press opportunities, and providing content for our newsletters.

- Strengthen existing and establish new positive working relationships with local communities and relevant stakeholders in support of DEEP.
- Plan, with DEEP partners, a schedule of engagement opportunities and events to grow local support for the next phase of DEEP.
- Informed by working with Fundraising and Scotland Teams and Heriot-Watt University, help develop a fundraising plan and funding proposals to support future phases of the project.

## General



Hybrid working between home and Glenmorangie Distillery with frequent travel to communities surrounding the Dornoch Firth, and wider Moray Firth. Regular meetings with our learning team and partners (usually remotely with option of in-person at various locations, including the central belt as necessary). Possible occasional travel to other Marine Conservation Society office locations (e.g. Edinburgh or Ross-on-Wye) or other locations to meet team members or stakeholders.




Regular travel in the local area for events. Use of a car is essential for this role as there is very limited public transport in the area surrounding the distillery.

This role may have some in-person and online delivery to children so is subject to a PVG Disclosure Scotland/Enhanced Disclosure & Barring check as part of the recruitment process.

All colleagues are required to act responsibly in terms of the health, safety and welfare of yourself and colleagues in accordance with our Health & Safety Policy and Procedures, and the policies as set out in the Employee Handbook. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders may be requested to undertake other reasonable duties and responsibilities relevant to the nature, level and scope of the post as advised by their Line Manager.

## Person specification

Knowledge and Experience (what you'll know)	
 Essential	<p>Sufficient knowledge to be able to provide confidence and competence in work outputs which may be gained from relevant experience, or may be supported with higher education in a marine or related environmental subject</p> <p>Reliable and frequent access to a variety of locations which may not be accessible or appropriate to do using public transport (eg a current driving licence suitable for driving on UK roads, and access to a vehicle) with the confidence to make work trips to a variety of locations.</p> <p>Experience in the development and production of key supporting materials</p> <p>Experience of organising and delivering events including training</p> <p>Competence with Microsoft Office packages (Powerpoint, Outlook, Excel, Teams)</p>
 Desirable	<p>Outdoor First Aid or First Aid at Work Certificate</p> <p>A track record of effectively recruiting and supporting volunteers</p> <p>Database and effective records management including manipulation of data</p> <p>Demonstrable outcomes in engaging volunteers to deliver tangible results</p> <p>Experience working with shellfish in a conservation or research capacity</p> <p>Previous experience of delivering education sessions to school children</p>

<b>Skills and Competencies (how you do it)</b>	
 Essential	<p>Proven ability to effectively engage different audiences including community groups and young people</p> <p>Proven ability to work effectively across a large geographical area</p> <p>Excellent communication and presentation skills with experience of delivering talks and raising public awareness through attendance at key events</p> <p>Excellent interpersonal skills to build strong relationships with key internal and external stakeholders</p> <p>Proven ability to manage own workload and use own initiative</p>
 Desirable	<p>Proven ability to communicate effectively across print, broadcast and social media.</p> <p>Proven ability to work in a regionally dispersed team</p> <p>Proven ability to manage own workload and use own initiative</p> <p>Excellent project co-ordination skills, able to plan and deliver within set timescales and targets</p> <p>Experience of using GIS</p>
<b>Personal Qualities</b>	
	<p>A personal style in line with our values and our commitment to equity, diversity and inclusion</p> <p>An interest in MCS' work and keen interest in marine wildlife its protection/ environmental recovery</p> <p>Self-motivated and capable of working independently and on own initiative with minimal supervision as postholder works independently</p> <p>Proactive approach to work, with the ability to handle a diverse workload, prioritise and meet targets</p> <p>Creativity to develop effective means for engaging volunteers</p> <p>Supportive and inclusive attitude for nurturing and sustaining an active network of and MCS supporters</p> <p>Inquisitive nature, enjoys analysing data and can present it in a way that is easy to grasp for others.</p>



## How to apply

Active job vacancies are shown on our website <https://www.mcsuk.org/work-for-us/current-vacancies/> and clicking on the job title will take you to our application system.

If you would like to contact us to request an adjustment that would help you to fully take part in a recruitment process please contact us at [hr@mcsuk.org](mailto:hr@mcsuk.org).

## What we ask you to tell us

**Your CV** – If we ask for a CV, you should remove your personal information like photographs, contact information, name and age. Our system can remove personal information, but it may make a mess of the formatting. Much better to not include personal information at the start.

**A motivation statement** – tell us how your experience meets the role requirements by referring closely to both the job description and the person specification. Include examples of your work or experiences which show how you will meet the job criteria and person specification and what skills you bring which would make you successful in the role.

Your motivation statement should also let us know what inspired you to apply for this role with us – tell us what it is about our work that attracted you to the organisation and the position.

We find that stronger applications have this statement – to give yourself the best opportunity for this role, please ensure you include it.

**Role-based experience** – We may ask you to provide an answer to a question that's related to the role, and that might be instead of a CV, or to help us look at how you'll approach something that is likely to come up as part of the role.

**Helping you to shine** – We understand that the application process can be difficult if you have a condition or disability that you live with. We want to make it as easy as possible for you to shine during your application process, so please let us know what we can do to accommodate you.

## Selection process

If you're invited to an interview, you may be requested to prepare a task in advance or take part in a group activity as part of the assessment process – we'll let you have all the details in the invitation to interview. We will also invite you to talk to us about any reasonable adjustments which would support you in fully taking part in the interview process.

## The legal bit

If you're successful, all offers of employment are conditional, subject to the following:

- We are not licensed to issue work permits so candidates are required to provide proof of eligibility to work in the UK and will be required to present original documents if invited for interview. Information on what you'll need to show will be provided as part of the invitation to attend an interview but you can read more on the Home Office UK Border Agency website: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>
- receipt of two references which are satisfactory to MCS
- your driving licence and insurance, if using a vehicle is an integral part of your role