



## **Project Officer, Fidra**

### **Application Pack**

#### **Fidra**

We are an environmental charity based in Scotland. Our vision is of a world where societies are sustainable and ecosystems are healthy. Our mission is to achieve pragmatic and proportionate solutions to discrete environmental issues using best available science working in collaboration with the public, industry and government.

#### **Current projects**

Fidra fulfils its mission through discrete demonstrator projects that seek to address environmental threats from pollution and habitat degradation. We are recruiting a Project Officer to develop and lead new initiatives or take on existing initiatives in the area of pollution and biodiversity.

Fidra projects include:

[PFAS free](#) – eliminating the use of PFAS in school uniforms and in takeaway food packaging.

[The Great Nurdle Hunt](#) - reducing the ongoing release of plastic pellets into the environment.

[Sustainable Fire Safety](#) – aiming to reduce the use of chemical flame retardants and increase transparency where they are used in furniture and furnishings

[UK Chemical Strategy](#) – promoting a robust and effective UK Chemical strategy

[Pitch-in](#) - addressing loss of microplastic rubber crumb from artificial sports pitches.

[Best Fishes](#) - striving for best practice in Scottish salmon farming through informed choice and assessing alternatives to polystyrene fish packaging.

[Beat the receipt](#) - extending the ban on BPA in receipts to all bisphenols in receipts.

[The Cotton Bud Project](#) - banning the sale of plastic stemmed buds.

In addition, Fidra works collaboratively with a range of partners across national and international NGOs and industry.



## **THE OPPORTUNITY**

This is an exciting opportunity to join a highly motivated and effective organisation to help scope, design, deliver and monitor effective science driven environmental projects. As a Project Officer you will be keen to deliver results. You will be expected to be powered by the science, delve into the detail and context and grasp the complexity of the issues you are working on. You will need to be able to analyse and distil information in a simplified manner appropriate for different audiences. To realise project aims you will need to influence key stakeholders and will be required to use polite persistence as well as drive, creativity and resilience to ensure change happens. In this role you will be expected to be flexible and agile and willing to move between different projects as required. You will support Senior Project Managers to effectively deliver project activities and report on progress. You must be willing to learn and challenge yourself. You will be joining a small, dynamic and supportive team.

You must be eligible to work legally in the UK.

## **TERMS AND CONDITIONS**

**Type of contract:** 2 year contract with 3 months probationary period.

**Salary:** £28,000 (full time equivalent) dependent upon skills and experience plus 8% pension contribution.

**Location:** The Fidra office in North Berwick (hybrid working allowed in line with homeworking policy).

**Benefits:** 30 working days or pro rata equivalent plus 5 days annual leave over Christmas in lieu of public/bank holidays.

**Hours of Work:** Monday to Friday from 9.00am to 5.00pm. This is a full-time position, but flexible and/or part-time working will be considered.



<b>Job Title</b>	Project Officer	<b>Location:</b>	North Berwick (flexible)	<b>Reports to:</b>	Senior Project Manager
<b>Role Type:</b>	2 years fixed term			<b>Hours of Work:</b>	Full Time preferred, but part time will be considered
<b>Role Purpose:</b>	To support Senior Project Managers to deliver Fidra projects effectively and efficiently and support the development of any new initiatives				
<b>Key Duties and Responsibilities:</b>			<b>Person Specification:</b>		
<p><b>You will:</b></p> <ul style="list-style-type: none"> <li>Understand in depth the strategy for the projects on which you are working and contribute to strategic discussions and evaluations</li> <li>Support the Senior Project Managers to deliver the project aim, outcomes and activities</li> <li>Support the Senior Project Managers in relationships and communications with a wider range of stakeholders, including with the public, NGOs, retailers, industry, and policy makers</li> <li>Represent Fidra as agreed with the Senior Project Managers, in communications with the press</li> <li>Support the relevant Senior Project Manager in developing and maintaining project plans, quarterly reports and budgets, evaluation and strategy meeting documents</li> <li>Support the organisation to identify, research and develop new initiatives in line with the Strategic Plan, Trustee and management guidance</li> <li>Act in compliance with the operational policies and procedures</li> <li>Represent the organisation at external events and forums</li> <li>Maintain a strong social media presence for Fidra and its projects</li> <li>Update and develop project and organisation website content</li> <li>Provide support to other projects as needed</li> <li>You will be expected to carry out other duties, which may or may not be related to the job, as reasonably requested by management</li> </ul>			<p><b>You will be:</b></p> <ul style="list-style-type: none"> <li>Able to work well with colleagues and other stakeholders</li> <li>Able to present work to different audiences</li> <li>A problem solver who has a pragmatic approach to challenges, is a creative thinker and is motivated by positive change</li> <li>Able to be both polite and persistent with ability to adopt and advocate for Fidra values and mission</li> <li>Able to work on your own initiative and operate as part of a small team</li> <li>Flexible to changing requirements that the role may require</li> <li>Resilient under pressure</li> </ul> <p><b>You will have:</b></p> <ul style="list-style-type: none"> <li>An upper second degree in a science or relevant discipline and a minimum of 2 years' relevant experience in a related field</li> <li>Proven ability to research technical issues and produce well-structured reports evidenced by a postgraduate qualification or relevant experience</li> <li>A strong commitment to environmental issues</li> <li>Experience of undertaking desk-based research and reporting</li> <li>The ability to gather, synthesize and analyze technical information and data</li> <li>Excellent communication skills (written and verbal English) with the ability to summarize technical information for popular audiences and co-facilitate/organise webinars/workshops</li> <li>Experience of communicating with external stakeholders including the press and social media</li> <li>Strong organisational and time management skills</li> <li>Drive for continual improvement</li> <li>A strong commitment to Fidra's approach: evidence based, pragmatic and collaborative</li> </ul>		



## HOW TO APPLY

Applications, consisting of a short covering letter outlining how you meet the requirements of the role and your motivations for applying, a full CV, and contact details for two referees (who will not be approached without your permission), should be submitted via email to:

Catherine Amis, Operations Manager:

[info@fidra.org.uk](mailto:info@fidra.org.uk) copying in [catherine.amis@fidra.org.uk](mailto:catherine.amis@fidra.org.uk)

Please put in the heading: Application for Project Officer

Please indicate in your covering letter where you saw this position advertised.

If you are able, please also submit the Equality, Diversity and Inclusion monitoring form with your application. This form is voluntary but if you choose to complete it, it will be separated from your application upon receipt and used by HR for monitoring purposes *only*.

The closing date for applications is **Monday 28 November 2022 at 1600 hours**.

First round of interviews will be held in person at the Fidra office provisionally scheduled for **Thursday 08 December 2022**.

Second round of interviews may be arranged during the week commencing **12 December 2022** using a virtual platform.

As an equal opportunities employer, we are committed to equality of opportunity in recruitment and will not discriminate on grounds of gender, age, disability, sexual orientation, race, pregnancy or maternity, gender reassignment, religion or belief, or marriage or civil partnership.

Regrettably, due to limited resources and the high number of applications we receive, we are unable to respond to all applications. If you have not heard from us within four weeks of your application, please assume that you have been unsuccessful on this occasion.