



Projects Officer, Fidra

Application Pack

Fidra

We are an environmental charity based in Scotland. 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 several projects that seek to address environmental threats from pollution and habitat degradation. We are recruiting a Projects Officer to assist with our work, particularly on plastics and chemical pollution and on supporting biodiversity.

Current projects relevant to the role include:

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

[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.

Other Fidra projects include:

[Buzztops](#) - supporting bee biodiversity corridors with green roof bus stops.

[PFAS free](#) - eliminating the use of PFAS in school uniforms and in takeaway food 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, and supports microplastics work at Fauna & Flora International.

THE OPPORTUNITY

This is an exciting opportunity to join a highly motivated and effective organisation to support the delivery of the projects. You will have a science degree and experience of project work within an NGO, government or equivalent, working directly with various stakeholders. You will have strong administrative, organisational and time management skills. With excellent inter-personal and communication skills, you will be a self-motivated team player, but be able to work independently. You will have a proven ability to research technical issues and produce well-structured reports evidenced by a postgraduate qualification or through work experience. You must be eligible to work legally in the UK.

TERMS AND CONDITIONS

Duration of contract: 2 years

Probationary Period: 6 months

Salary Range: £23,900 - 27,900 (full time equivalent) dependent upon skills and experience plus 8% pension contribution.

Location: The Fidra office in North Berwick (temporarily home based in accordance with COVID 19 restrictions).

Benefits: 25 working days or pro rata equivalent and ten days of public/bank holidays.



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

JOB DESCRIPTION

Job Title: Projects Officer

Responsible to: Project Manager

Purpose: The Projects Officer is responsible for ensuring effective delivery of Fidra's projects and supporting the development of a broader programme of work.

Key Objectives: To support the Projects Managers to deliver project outcomes efficiently and effectively.

The role will encompass:

- Understanding in depth the strategy for the projects on which you are working and contributing to strategic discussions and evaluations
- Supporting the Projects Manager to deliver project plan aims, objectives and outcomes
- Supporting the Projects Manager in relationships and communications with a wider range of stakeholders, including with the public, other NGOs, retailers, industry, and policy makers
- Representing Fidra as agreed with the Projects Manager, in communications with the press
- Supporting the Projects Manager in developing and maintaining project plan, evaluation and strategy meeting documents
- Supporting Fidra's Trustees to identify, research and develop a broader programme of work
- Acting in compliance with the operational policies and procedures
- Representing the organisation at external events and forums
- Maintaining a strong social media presence for Fidra and its projects
- Updating and developing project and organisation website content
- Providing some support to other projects as needed.

Person specification

- A science degree at upper second class (2:1) or above
- Proven ability to research technical issues and produce well-structured reports evidenced by a postgraduate qualification or through work experience
- 2 years' experience of working within an NGO or government, or equivalent experience
- Self-motivated problem solver able to balance multiple and competing priorities
- Ability to gather, synthesise and analyse technical information and data
- Excellent communication (verbal and written) and a high level of fluency in English
- Ability to communicate effectively and appropriately at meetings with colleagues, the public, stakeholders in industry and government
- Experience in conducting desk-based research
- Proven ability to write accurate, concise, well-structured reports
- The ability to summarise technical information for a popular audience
- Strong organisational and time management skills, with structured, methodical and goal orientated approach
- A personable individual with an effective diplomatic approach and positive attitude
- Ability both to work independently and to collaborate with others as part of a team



- Experience of external communications (including with stakeholders, the press and social media)
- Strong commitment to environmental issues, and to Scotland's natural heritage
- Commitment to our values of being scientific, collaborative and pragmatic.

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:

Dr. Clare Cavers, Senior Projects Manager
info@fidra.org.uk, copying in catherine.amis@fidra.org.uk

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

The closing date for applications is the **14th January 2021**

Candidates selected for interview will be invited by the **26th January 2021**

First round of interviews will be held using a virtual platform during **the week commencing 1st February 2021**

Candidates invited to the second round of interviews will be notified by **8th February 2021** (and interviews likely held during that week)

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.