



Job Description

Job Title – CAOLAS Marine Community Officer (MCO)

Reports to – Management Committee (Trustees of CAOLAS) - with additional support from Flora and Fauna International (FFI) Community Support Officer

Location – home office (with an office desk available at Laga, Ardnamurchan if required)

Timeframe – 2 year fixed term contract

Hours: 15 per week (or 2 days)

Salary: £10,000 per annum (FTE £25,000 pro rata)

Holidays: 25 days per annum, plus public holidays (pro rata)

Staff responsibilities – none

The MCO will be employed by CAOLAS with close line-management support from Fauna & Flora International (FFI).

Overall Job Purpose:

The CAOLAS Marine Community Officer (MCO) will administer and organise a programme of events and activities on behalf of CAOLAS Board including the delivery of funded projects

The MCO will be responsible for promoting CAOLAS and its work through digital platforms to improve understanding, engagement and appropriate management of the marine environment around Morvern, Sunart, Ardnamurchan, and the Sound of Mull

Job Duties

- To organise and administer a programme of community activities and events for CAOLAS, including work with local schools
- To promote and report on CAOLAS activities and projects through the website and a range of media platforms, to encourage community involvement and understanding
- To provide administrative and organisational support for the delivery of CAOLAS projects working in partnership with other organisations where relevant
- To provide administrative support to the Board and its membership, and on behalf of the Board, to assist in the expansion of the membership base and to regularly communicate with CAOLAS membership and supporters
- To contribute on behalf of CAOLAS to consultations on marine management and to facilitate research, information gathering and recording.

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- To monitor, collect and organise existing and project data about the biodiversity of our local marine environment including the Marine Protected Areas
- To promote and support effective monitoring, compliance and reporting in relation to Marine Protected Areas regulations
- To work with the Coastal Communities Network (CCN), and to develop partnerships with other community organisations and businesses to promote understanding and better management of the marine environment
- To support the Board to raise funds in support of the purposes of CAOLAS

Person Specification

Essential

- An interest and enthusiasm for the Marine environment and a willingness to learn more
- Good organisational and administrative skills
- Good digital media skills including managing a website and expanding our social media presence
- Good communication skills – written and in person
- Ability to work on own initiative and to take guidance from the Board

Desirable

- A knowledge of the local area covered by CAOLAS (Sunart, Morvern, & Ardnamurchan)
- Knowledge or experience of marine ecology or related fields
- Experience of data management systems
- Experience of partnership working
- Ability to work flexibly
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This post is funded by the William Grant Foundation and supported by Flora and Fauna International.

**WILLIAM GRANT
FOUNDATION**



If you would like to speak to someone about this post please ring the Chair of CAOLAS, Annabel Lawrence, on 07812 010234

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