

Nature Champion Coordinator: Job Description and Person Spec

Contract type: Part-time: 21 hours per week; Fixed-term March 2022 – 30 September 2026

Location: Edinburgh

Nature: Policy and Advocacy

Reports to: Advocacy Manager

Salary: £20,000 – £25,000 pro rata, depending on experience

About Scottish Environment LINK

Scottish Environment LINK is the forum for Scotland's voluntary environment community, with over 40 member bodies representing a broad spectrum of environmental interests with the common goal of contributing to a more environmentally sustainable society. LINK brings our members together to develop shared policy positions and to influence decision-makers. Our members collaborate in working groups based on their shared interests including wildlife, the marine environment and economics.

Job Purpose

To support LINK's Wildlife Group with the Nature Champion initiative which works with Members of the Scottish Parliament to champion threatened species and iconic habitats, raising awareness and promoting action to restore and safeguard Scotland's environment.

Key responsibilities

- Identify opportunities for LINK members and MSP Nature Champions to develop wider understanding of the initiative's species and habitats and work to increase their profile in Parliament
- With advice from LINK's Advocacy Manager and relevant LINK members, recruit MSP Nature Champions, matching them with appropriate species or habitats
- Support Scottish Environment LINK member activities with Nature Champions.
- Deliver with the Advocacy Manager a public affairs plan for MSP Nature Champions.
- Communicate and promote the initiative through LINK website, social media accounts and other online and virtual tools and through the production and dissemination of publications and printed promotional materials.

Principal responsibilities

- Support the management of the Nature Champion initiative by liaising with LINK member organisations and LINK staff.
- Prepare written briefings and other papers as necessary to influence audiences including stakeholders, government and parliamentarians.
- Support MSP Nature Champions and their staff with advice and information as required.
- Administer, update and develop the website page and social media content, editing, commissioning and preparing content, supporting others to produce content and reacting to and dealing with user feedback.
- In collaboration with the Wildlife Group, potentially draft or commission materials, including blogs, leaflets, publicity for LINK events, reports and other items.

- Communicate Nature Champions updates to MSPs via quarterly newsletters and the initiative's webpage on the LINK website.
- Raise awareness of the initiative among policymakers and other relevant audiences, using LINK's social media channels.

Other

- Assist with funding bids as needed in relation to nature advocacy initiatives including Nature Champions.
- Present a positive image of the organisation.
- Assist the Chief Officer as required.
- Travel to attend meetings (may occasionally include nights away) if safe to do so under Covid restrictions.
- Follow the protocols of LINK's ways of working and be familiar with the Terms of Reference for LINK Working Groups, reminding members of the agreement if / when necessary.
- Compliance with Data Protection Act and other legislative matters relating to printed publications and holding of data.

LINK is a small, flexible organisation. The duties of this post may be subject to adjustment from time to time and the post holder will be expected to carry out any other reasonable tasks requested by their line manager to further LINK's wider objectives.

Experience, Qualifications and skills

- Degree or degree-level experience in a relevant discipline
- Experience in developing, planning and managing a project as well as stakeholder management.
- Willingness to learn about the structures and processes of government, parliament and politics in Scotland.
- Ability to work as part of a team and be committed to high levels of communications in that team.
- Well-developed inter-personal skills including the ability to communicate with different audiences across a range of channels.
- Very good written and verbal communication and presentation skills, demonstrating and ability to understand and interpret complex information and communicate it in a simple manner.
- Ability to manage/organise a diverse workload.
- Experience of working with social media.
- Articulate, numerate and a self-starter with high self-motivation and initiative and a strong commitment to and knowledge of conservation.
- Experience of working in Scottish public affairs, advocacy and communications is desirable

Terms and Conditions

This is a part-time contract (21 hours per week) for a fixed-term from March 2022 – September 2026 and reporting to the Advocacy Manager.

Salary will be £20,000 - £25,000 pro rata, based on experience.

Annual leave quota is based on the full-time equivalent of 25 days' annual leave and 10 public holidays.

All approved expenses incurred in pursuit of LINK business will be reimbursed.

Location

The post holder will be based at home while covid restrictions remain in place. Once lifted, this post is based in our Edinburgh offices – Dolphin House, Hunter Square.

Other information

The nature of the role may require some anti-social hours including evenings and weekends for which time in lieu is granted. Scottish Environment LINK will support the post holder with their professional development, ensuring regular feedback from a line manager and opportunities for training, coaching and mentorship.

LINK is a Scottish Charity, number SC000296 and a Scottish Company Limited by guarantee under SC250899.

Scottish Environment LINK
5 Atholl Place
PERTH
PH2 5NE

Tel 01738 630804

Web www.scotlink.org