

The Arran Pioneer Project CIC



Role:	APP Project Coordinator
Reports to:	APP Directors
Duration:	3 years (Fixed Term)
Hours:	P/T - 17.5 hrs per week over 5 days (15hrs work, 2hrs 30 mins unpaid break) <i>Please note: hours will be flexible dependant on candidate</i>
Location:	Isle of Arran
Salary:	£10,000
Holidays:	7 weeks (pro rata) holiday (including fixed break over festive period)
Accommodation:	Not provided however all reasonable help / advice will be given to the successful candidate to secure accommodation on the island should this be requested.

Who we are

We are currently an entirely volunteer led and island based organisation on the Isle of Arran, Scotland, and have, over the last two years, achieved a remarkable success rate and levels of local involvement in vital and wide reaching projects over multiple sites around the island.

We are now at the position where roles, held by paid staff, are essential to support the expansion of the organisation and the work we can undertake as per the needs expressed from the communities we serve.

What we do

The Arran Pioneer Project CIC facilitates communities on the Isle of Arran to transform unused land into vibrant and ecologically diverse spaces for community and ecological resilience, including assisting volunteers with local based food production projects to increase access and understanding of, local, fresh and seasonal food and to enable learning about ecologically friendly food production and conservation via workshops and intergenerational support / knowledge exchange.

Our aims are to contribute towards helping the island to become a self-sufficient, circularly economic and environmentally progressive example for positive community and climate resilient change.

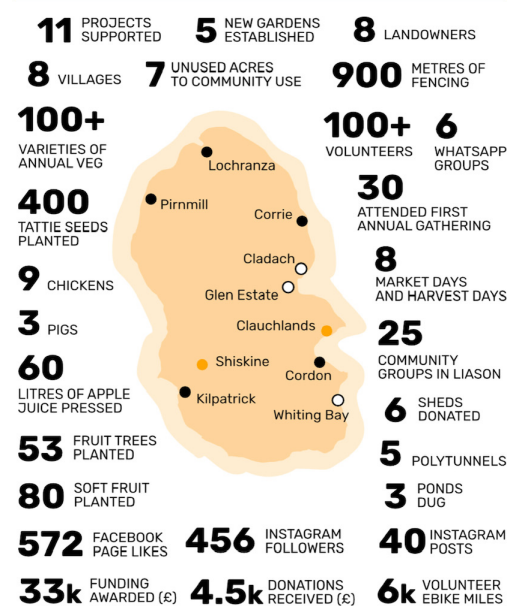
What we can offer

We are able to offer a secure, three year fixed term opportunity with set pay, within our small and fun management team, offering flexible working possibilities, and the encouragement to shape, and contribute fully in decision making and project development opportunities now and for the future.

We actively encourage personal growth and will help and encourage the successful candidate to develop, grow and share professional interests and specialisms. This includes support if you wish to travel / learn / gain new skills to share with our communities during winter / outwith work, and will facilitate, connect you to, and be as flexible as possible to support you to develop your professional skill set with partner organisations wherever possible.

We live in and help care for a diverse and beautiful landscape and are assisted by vibrant and enthusiastic communities. We hope to attract a team member who will be empowered to express their knowledge and enthusiasm fully, be able to learn with, and from, our communities and share this knowledge across the island, and to become a voice for the needs and hopes of the Arran community both on and off island. No two days will be the same, work will be hard and weather challenging at points but your role and voice will be valued, contributions to our work acknowledged as essential, and participation in all the island has to offer fully encouraged.

PIONEER PROJECT STATS 2020 to NOW



JOB PURPOSE

The role of APP Project Coordinator will combine responsibilities of nature conservation, learning and community engagement and contribute to the delivery of the APP operational objectives across the multiple sites and communities we assist.

The role is positioned to provide support to a variety of community activities within the natural environment and green spaces around Arran. Working closely as part of the APP team, you will coordinate support in the day-to-day community engagement / food growing activities throughout the year in conjunction with APP Directors, other team members and the community groups we work with.

The APP Project Coordinator will work closely with the Directors of the APP to develop documentation / content / reference guides, collateral and publicity materials that will support Arran's communities in the sustainable development of community spaces, wider outdoor spaces, schools, elder care facilities, and community farm / garden spaces, and develop the materials they need to become resilient and to ensure the smooth operations of these spaces. They will provide the necessary assistance and coordination to further expand the APP and to disseminate the principles and wider aims of the APP.

Overall, this will be in pursuit of the following outcomes;

- **Outreach.** Engagement with Arran's communities is vital to our work. This will involve reaching out to local communities to keep them informed about everything happening, through social media, our website, articles in the media and participation in local events.
- **Building relationships.** Connecting with as many individuals as possible who see value in our work. This includes volunteers, stakeholders, collaborating organisations and visitors.
- **Community events.** Working with the APP directors and APP Island Ranger to design and promote a programme of events which is fun, interesting, educational, diverse and tailored to the interests of our communities as well as being positioned to encourage interaction and the transfer of knowledge between community members of all ages.
- **Volunteering.** Identifying a variety of opportunities for volunteers, matching volunteers with opportunities that are relevant to their interests and skills, and supporting all of those who contribute to our work.
- **Accessibility of information.** Based on the knowledge acquired while undertaking our work, and collaborating with team members and community members, compile an encyclopaedia of tailored, current and relevant resources such as best practice guides, videos and podcasts to allow our island communities (and those further afield) to learn and to have the information required to develop their own activities and resilience programs.
- **Funding.** Working with APP team to identify sources of funding, apply for funding and report on existing funding to support our ongoing and future work.

OTHER DUTIES

The role is one for which the duties/responsibilities/accountabilities of the role will require staff to become a member of the Protection of Vulnerable Groups (PVG) scheme.

DIMENSIONS AND SCOPE OF JOB

Publicity and Communications

- APP Project Coordinator will provide the necessary support, coordination, clear levels of accountability and transparency of the APP and its works, including reporting, web and media collateral, newsletters, social media, and people / community dialogue and management.
- Develop digital and physical documentation, to assist with promoting events and updating task lists, drawing site plans and assisting with nature and wildlife surveys.

Administration and Finance Management

- Not a budget-holder but will be expected to take responsibility for effective management of resources used and held within sites.
- Ensure all general administrative tasks are undertaken efficiently, effectively, and timeously.

Tools/Equipment

- IT tools and software, social media platforms, creative suite, digital photography.

Physical Environment

- Responsibility for implementing and being mindful at all times of the health and safety of self, staff, volunteers, and visitors.
- Responsibility for working in a manner mindful of environmental obligations

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

The above outlines the key functions of this post. In addition, either knowledge of or experience in the following is required:

Qualifications

- Undergraduate level qualification in a relevant field (or volunteer / working equivalent)
- A full, clean driving licence, and own vehicle for driving in the UK is desired, however candidate-led proposals of how multiple sites can be visited via other methods would be considered if a candidate requested.
- Criminal records (Disclosure Scotland) checking and clearance essential for safeguarding of children/vulnerable adults.

Essential:

- Excellent communication skills and command of English.
- Excellent knowledge of IT software, social media platforms and creative suites
- Proficiency in Word and desktop publishing, graphic design and multimedia presentation.
- Proficiency in data processing and accounting.
- A proactive and creative approach to driving forward ideas and projects
- Volunteer / working experience in one or more of the following subject areas: nature conservation, rural studies, community development, or permaculture design.
- Excellent interpersonal skills, with an ability to build strong, professional relationships with a wide range of stakeholders.
- Experience of fundraising and reporting on funding
- Experience of working within a small management team.
- Able to, and comfortable with, working both indoors and outdoors in challenging weather conditions.

Desirable:

- Previous experience of designing and developing materials for a range of ages and learning styles
- Experience of interacting with a wide range of staff, volunteers, community groups, visitors, educational groups, and other stakeholders
- Experience of / willingness to learn about natural building techniques / willow working / heritage food varieties and food preservation techniques, with a willingness to learn about and implement traditional (non mechanised or chemical) approaches to land maintenance, conservation, food production and building a local circular economy.
- Knowledge and interest in Scottish habitats and species

HOW TO APPLY

If you are interested in this role, please send a **CV along with a cover letter** that details your motivation for applying for this role to work@pioneerproject.scot marked "Project Coordinator Application - [Name]" in the subject line, by the deadline of **Friday the 5th of August at 8pm**.

Interviews shall consist of

- An initial Zoom interview with the Interview Panel, which will take place on the week following the closing date at a time arranged with shortlisted candidates (evening appointments can be arranged)
- Followed by an in person meeting on Arran with the final two shortlisted candidates on the week beginning the 15th of August, date, time and details to be confirmed depending on candidates availability.

This will be a chance to meet some of the community members involved for an informal relaxed discussion / spend time at one of the sites where you will be working, followed by a chance to see the coastal area of Brodick and have a coffee chat with the Interview Panel (approx 3hrs in duration - including walking time) to allow candidates to fully get a feel for our work and the people they could choose to work with.