

Job Description



JOB TITLE	Project Officer, Scottish Forum on Natural Capital
LOCATION OF JOB	Scottish Wildlife Trust HQ – Leith, Edinburgh
DEPARTMENT/REGION	Public Affairs
REPORTING TO	Scottish Forum on Natural Capital Steering Group and the Scottish Wildlife Trust's Senior Policy Officer (line manager)
DIRECT REPORTS	None

Overall Purpose of the Job

To support the delivery of the vision for the Scottish Forum on Natural Capital

Main Duties

- 1. Provide the secretariat function for the Scottish Forum on Natural Capital**
 - a. Assist the Chair and Vice Chair in the organisation of meetings, including the collation and distribution of meeting papers.
 - b. Report back to the Steering Group on progress made on Scottish Forum projects and aims
 - c. Co-ordinate taking and distribution of minutes at quarterly Steering Group meetings
 - d. Maintain accurate records of all relevant stakeholders, including member organisations and expert advisors.
 - e. Act as the first point of contact for the Scottish Forum and respond to enquiries as required.
 - f. Lead on the administration and promotion of the Scottish Forum, exploring avenues to expand the membership as appropriate.
 - g. Ensure financial procedures are followed correctly.
 - h. Develop administrative procedures (& other systems) to assist the Scottish Forum to maximise impact and ensure a high standard of engagement with members and other stakeholders.
 - i. Assist in the preparation of budgets.

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- j. Keep the Scottish Forum's website and social media accounts up-to-date.
- k. Provide support for Steering Group and other members to organise events such as business breakfasts, roundtable discussions, masterclasses, and workshops.
- l. Input into briefings/papers/articles on natural capital related issues prepared by Steering Group and other members.
- m. Co-ordinate the sharing of research and learning between key stakeholders.
- n. Assist in the preparation of applications and reports to funders, where appropriate.
- o. Assist with other activities relevant to the Scottish Forum, as appropriate.

2. Ensure strong project and programme management in pursuit of the Scottish Forum's vision

- a. Support the development of, and high-level buy-in for, the strategy for the Scottish Forum.
- b. Support the implementation of the strategy at operations level amongst member organisations of the steering group and other appropriate organisations through strong project and programme management.

3. Support the long-term development of the Scottish Forum

- a. Keep up-to-date with important developments in the field of natural capital, internationally and nationally, and related ethical and environmental topics.
- b. Prepare short briefings/papers/articles on natural capital related issues, which are pertinent to a Scottish audience, and advocate this work to business and Government so that up-to-date and relevant examples of natural capital based are easily accessible to these audiences
- c. Play a key role in the development of the strategy for the Scottish Forum on Natural Capital, seeking out and assessing new opportunities where appropriate.
- d. Play an active part in ensuring that the Scottish Forum is financially sustainable, working with relevant stakeholders and managing relationships with funders, sponsors and members.
- e. Represent the Scottish Forum externally as appropriate.

Key Internal and External Contacts

Within the Scottish Wildlife Trust

- Senior Policy Officer
- Director of Public Affairs
- Chief Executive

Within the Scottish Forum on Natural Capital

- Chair
- Deputy Chair
- Steering Group
- Members

Externally

- Sponsors and funders
- Key civil servants

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- Businesses
- Academics
- NGOs
- Contractors and suppliers

Personal Specification

Essential Qualifications	
<ul style="list-style-type: none"> • Educated to at least Degree/HND level in a relevant discipline or equivalent experience. 	
Experience	
<ul style="list-style-type: none"> • Proven track record of working in a multi-stakeholder environment to deliver on ambitious projects particularly motivating other stakeholders to contribute fully and take ownership of objectives • Proven track record of programme and project management and delivery of objectives • Proven track record of delivering events to a high standard • Experience of using reporting feedback mechanisms to inform relevant parties of progress • Experience of working successfully with a range of interest groups in a busy, dynamic environment • Experience of managing a high-level steering group and collecting input from them (desirable) 	
Skills and Abilities	
<ul style="list-style-type: none"> • High standard of written and spoken English, including ability to use social media effectively • Highly self motivated and capable of independent working • Good working knowledge of IT e.g. Microsoft Office • Ability to effectively motivate people • Highly organised with ability to meet deadlines • Ability to balance competing objectives and prioritise • Ability to think creatively and strategically • Ability to build and nurture relationships • Ability to deal with complex information • Ability to constructively frame arguments and discussions • Ability to communicate effectively both one to one, in group discussions and in public speaking events 	
Knowledge	
<ul style="list-style-type: none"> • Understanding of natural capital and its application to conservation • Understanding of the complex social, ethical, economic and environmental issues surrounding natural capital • Understanding of the Scottish business, policy and environment “landscape” 	

Date	January 2018
Author	Bruce Wilson
Position	Senior Policy Officer