

# Job Description



<b>JOB TITLE</b>	Project Officer, Scottish Forum on Natural Capital
<b>LOCATION OF JOB</b>	Scottish Wildlife Trust HQ – Leith, Edinburgh
<b>DEPARTMENT/REGION</b>	Public Affairs
<b>REPORTING TO</b>	Scottish Forum on Natural Capital Steering Group and the Scottish Wildlife Trust's Senior Policy Officer (line manager)
<b>DIRECT REPORTS</b>	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

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

<b>Date</b>	<b>January 2018</b>
<b>Author</b>	<b>Bruce Wilson</b>
<b>Position</b>	<b>Senior Policy Officer</b>