

Scottish Invasive Species Initiative
Rivers and Fisheries Trusts of Scotland
Project Development Officer
General Job Description

A. Introduction and Background

This document sets out the principle roles and job description of the Scottish Invasive Species Initiative Project Development Officer.

The Rivers and Fisheries Trusts of Scotland (RAFTS) and Scottish Natural Heritage (SNH) have formed a partnership to develop the Scottish Invasive Species Initiative (SISI). This is a four year project (June 2016-May 2020) to establish sustainable community-based management of multiple invasive non-native species (INNS) over approximately 29,500 km² with a focus on the freshwaters of northern Scotland.

The project will address the key issue of cost effective long-term control of INNS to reduce the economic, social and environmental impacts of multiple INNS. SISI will build on good practice from previous successful landscape-scale single species and catchment-based multi-species projects. Evidence from these projects demonstrates that strategic approaches over large geographic areas represent the most effective means of dealing with INNS.

SISI will provide a blueprint for future INNS initiatives to follow and will change the approach to INNS management in Scotland by:

- Improving coordination and oversight of INNS monitoring and management at a regional level and establishing procedures for dealing with reinvasion.
- Working with the latest research to improve control of target species.
- Reducing the probability of reinvasion by evaluating pathways of spread, raising the awareness of the need for biosecurity within key sectors and developing techniques to restore native vegetation cover to reduce the probability of reinvasion.
- Encouraging the involvement of public bodies, communities and industry sectors that reap the benefits from INNS management.

The partnership is seeking funding support from various sources, including the Heritage Lottery Fund, Scottish Natural Heritage, and Scottish Environment Protection Agency. In kind support will come from local rivers and fisheries trusts and volunteers. After a successful Stage 1 application to the Heritage Lottery Fund, RAFTS is now seeking to engage a Project Development Officer for an eight month placement (September 2015 - April 2015) to develop a Stage 2 Heritage Lottery Fund application. There s a possibility for extension of this post.

B. Principal Role and Job description

The Project Development Officer (PDO), employed by RAFTS, is responsible to RAFTS for the day to day work and, with support from the project Steering Group, production of the required application documents.

The PDO will be responsible for:

Coordination, Planning and reporting

- The post holder will develop a work plan and operational budget to ensure that the required outputs of the Development Phase are delivered according to the timetable submitted in the Stage 1 bid.
- Production of quarterly progress reports that summarise the work that has been undertaken as well as identifying any areas requiring further work.
- Coordination of inputs from other RAFTS staff and from SNH to the activities and outputs of the Development Phase.

Financial Management and Administration

- Monitoring and managing development phase expenditure
This will entail compiling and monitoring the expenditure made during the development phase, ensuring compliance with the project budget and advising RAFTS and the Steering Group of potential expenditure variations. The PDO will also be required to prepare funding claims.
- Organising the logistics of the project
This will include, but not be limited to, the organising of necessary equipment purchases and equipment deployment in line with budget, procurement and expenditure approval protocols.
- Organising steering-group meetings
There will be regular Steering Group meetings during the Development Phase. The PDO will ensure the efficient organisation of these meetings, including the provision of venues, management papers and the briefing of meeting chairs beforehand.

Facilitate stakeholder engagement

- Identify ongoing and/or planned work or interest of public, private and/or third sector organisations in the proposed SISI area with a view to establishing links for cooperation and/or partnership.
- Liaise as necessary with partners and steering group members to further the aims of the work in the Development Phase.
- Where there is opportunity, develop partnerships with other organisations for the better implementation of Development and Delivery Phase implementation.

Draft and submit Stage 2 application and supporting documents

The PDO will work with the RAFTS' Director and SISI partners to draft and submit the Stage 2 application, which will include the following:

- The development of a project timetable, cash flow for the project, calculation of costs and cost recovery, post-project income and spending forecasts.
- The Financial Management Strategy for the delivery project – including the securing of match funding and putting in place the procedures for managing project spend and reporting between multiple partners.
- Management and Maintenance Plan as per funders requirements.
- The Activity Plan for the delivery project with SMART targets; including developing project reporting procedures and a clear approach for evaluation and training.
- Coordinate and assist in the obtaining of landowner and third party agreements and letters of support.
- Business plan
- Project management structure, including staffing structures, hosting arrangements and recruitment packages.
- Others as required by funders.

C. Management and Organisational Structure:

The project will be managed by RAFTS on behalf of the partnership whose other members, with RAFTS, will form the project Steering Group providing overall direction, guidance and support. The PDO will be responsible for implementing and/or co-ordinating the work of the development phase and reporting this to the Steering Group.

The PDO will report to the RAFTS Director.

D. Key skills and qualifications:

This is a challenging and exciting position and a range of skills are required to be successful in the role. However, applicants without all of the skills below **may** be considered if they can demonstrate a genuine commitment and enthusiasm for the position and the potential and willingness to learn and develop necessary skills whilst in post.

1. Essential Criteria:

- Experience of project development and project management approaches e.g. PRINCE Lite
- Experience of fundraising and track record of meeting deadlines for funding applications
- Educated to degree level or equivalent in environmental or conservation management or other relevant discipline;
- Strong partnership working skills; experience across a wide range of organisations and of engaging with local communities;
- A good knowledge of conservation management in a Scottish and UK perspective;

- Excellent organisational abilities and able to prioritise, with management support, multiple, perhaps competing, work streams;
- Excellent oral and written communication skills.

2. Desirable Criteria:

- Knowledge of INNS ecology or control would be advantageous;
- Experienced in use of standard computing packages (particularly excel, word and powerpoint);
- GIS and website management experience would be preferred;
- A good eye for and attention to detail;
- Able to work individually, as part of a small team and on own initiative; and,
- The ability to think creatively and flexibly in order to achieve the objectives of the work.

3. Other:

- A full clean driving licence is essential;
- A willingness to travel across the project area and elsewhere in Scotland as required; and
- A desire to make a real difference to environmental management in Scotland and an empathy with the charitable and voluntary sector.