

## JOB DESCRIPTION

<b>Post Title</b>	Biosphere Development Roles x 2
<b>Base</b>	Biosphere Offices, The Courtyard, Kirroughtree, DG8 7BE
<b>Reporting to</b>	Biosphere Lead Officers
<b>Responsible For</b>	n/a
<b>Gross Salary</b>	£18,525 p.a.
<b>Pension Contribution</b>	Employer contribution of 8% of salary
<b>Contract Period</b>	12 months
<b>Contract Hours</b>	Full time (37.5hrs). It may occasionally be necessary to attend meetings outwith normal working hours (for which time off in lieu will be given).

Galloway & Southern Ayrshire UNESCO Biosphere is inviting applications for two newly created Development Roles. These are full time, 12-month posts which pay the National Living Wage (£9.50 p/h) and are suitable for early career applicants, most likely young people (aged 30 or under) who are seeking experience in a Third Sector organisation.

Whether it be a next step in exploring how your course of study applies to the real world, a chance to try out a certain career path, or for the opportunity of meeting professionals currently working in your field of interest, the Biosphere's Development Roles provide a chance for you to be part of an organisation that is both local and global.

Our UNESCO Biosphere designation was awarded in 2012, recognising not only the unique landscapes and environments of Galloway and Southern Ayrshire but also the array of local opportunities for sustainable development. Over the decade since the Biosphere has delivered a wide range of projects and initiatives with partners across southwest Scotland, covering wildlife conservation, business and enterprise, sustainable tourism, heritage projects, and environmental education. We have also grown a thriving network of Proud Supporters, Biosphere Communities and Biosphere-certified businesses, which together are working to make life better for people and nature.

Biosphere officers work cooperatively covering three local authority areas – Dumfries & Galloway, East Ayrshire and South Ayrshire. Our lead officers specialise in three main workstreams:

**Land Use & Biodiversity** – supporting the wildlife and habitats of the Biosphere through engagement with land managers and members of the farming community, and by working with partner organisations to develop innovative, nature-friendly approaches to land use.

**Business Development & Marketing** – supporting sustainable enterprise by providing marketing support, hosting workshops and networking events, and by promoting the Biosphere across digital and print media as a world class destination for sustainable tourism.

**Community & Education** – working within communities to increase understanding of climate change and global Net Zero goals, to promote local identity, and to support the unique natural and cultural heritage of the Biosphere.

### The Role

Both Development Roles will give successful candidates the option of focusing on just one of the specialisms outlined above, or alternatively spending time working with each of the three teams. Postholders will assist Biosphere officers in delivery of ongoing projects and contribute to the development of new initiatives that will involve engagement with partners and stakeholders; these

may be rural businesses, community groups, environmental or youth organisations. Supervision and mentorship will be discussed as part of the interview process and agreed with the successful candidates, taking into account their preferred area of specialisation and those elements of the Biosphere's operations which will be of most benefit to their professional development.

### **Knowledge, Skills and Aptitude Required**

- Confident communicators, both in person and online
- Ability to work alone and as part of a team
- Good time-management, ability work to deadlines, and other organisational skills
- A creative approach to problem-solving and readiness to share ideas
- A willingness to work flexibly including some unsocial hours
- Competency in the Microsoft Office suite of applications, with an understanding of social media and other digital platforms
- An awareness of sustainability and the benefits it can bring to communities, environment and enterprise
- An interest in and understanding of the natural and cultural heritage of southwest Scotland
- Enthusiasm for learning more about the global UNESCO network and the status that the Biosphere designation brings to our region
- A keen desire to gain valuable work experience and develop professional skills, and to take these forward in a field related to the Biosphere's programme of delivery

**Please note:** these posts will run concurrently and the main project office will be at the Galloway & Southern Ayrshire Biosphere Office at Kirroughtree near Newton Stewart. We envisage postholders will be based at this office for a maximum of two days per week. The remaining hours will combine home working with project delivery across the wider Biosphere area. **Applicants must have their own means of transport for work, for which mileage will be paid at a rate of 45p per mile.**

Applicants must be aged 18 years or over

**Closing date for applications: 31/05/22**

**Proposed start date: mid-July 2022**

### **How To Apply**

The application process for both Development Roles is the same. Please submit your CV with a covering letter and your responses to the questions below. We will also require the names and contact details of two referees who are not related to you, at least one of whom should know you through work, education, or volunteering.

Q1. Having read the introduction above, what interests you most about working with Galloway & Southern Ayrshire UNESCO Biosphere, and is there any part of our programme you would particularly like to focus on during the twelve-month period? (Maximum 300 words)

Q2. These are early career opportunities and we welcome applicants with diverse educational and/or employment backgrounds. Thinking of your own background, please tell us about the strengths and skills that you could bring to the post. (Maximum 300 words)

Q3. These roles are intended to provide the opportunity for postholders to gain valuable work experience and develop skills that will help them move forward in their chosen career. What do you think you would gain from the Development Role, and how might it contribute to your future career? (Maximum 300 words)

**There are no right or wrong answers to the questions above.** We are looking for people who are able to communicate their passions and ideas, and articulate their future goals.

**Please save your submission as one PDF file including your CV and two referees. The PDF file should be titled:**

**“Your Name” Development Roles 2022**

**Please email your completed application to [marie@gsabiosphere.org.uk](mailto:marie@gsabiosphere.org.uk) before the closing date of 5pm on 31<sup>st</sup> May 2022.**

For more information or if you have any questions about the Development Roles or application process please contact Marie McNulty: [marie@gsabiosphere.org.uk](mailto:marie@gsabiosphere.org.uk)

### **Terms and Conditions**

<b>Pension</b>	All staff will be automatically enrolled into a suitable Workplace Pension Scheme if eligible. The employer will contribute 8% to the Workplace Pension Scheme provider, which is dependent on a minimum 5% contribution from the employee.
<b>Annual Leave</b>	All staff will receive 25 days annual leave rising after three years to 30 days.
<b>Bank Holidays</b>	All staff will receive 4 floating bank holiday days which are added to their annual leave entitlement. All staff will receive 4 fixed days bank holiday days covering Christmas and New Year.
<b>Overtime</b>	There is no paid overtime available however “time off in lieu” is given for working outside regular office hours.
<b>Notice and Probation</b>	All new staff are required to complete a three months’ probationary period during which time 1 weeks’ notice to terminate employment can be given by either side and/or the probationary period extended.
<b>Mileage</b>	Access to a vehicle is required with business mileage available at currently £0.45/mile, in line with HMRC guidance.