

## Project Support Officer – Community

### Background

Galloway & Southern Ayrshire UNESCO Biosphere is inviting applications for two newly created Project Support Officer roles. These are full time, 12-month posts which pay the Real Living Wage and are suitable for early career applicants, or those looking for a change in career, who are seeking work 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 new career path, or for the opportunity of meeting professionals currently working in your field of interest, the Biosphere's Project Support Officer 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 last decade, 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 striving 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

We're looking for someone who is committed to the sustainability ethos of UNESCO Biospheres who will work with local communities from across the Galloway and Southern Ayrshire Biosphere helping them grow into strong and resilient places where people will want to live and work.

Working within the Communities and Education team, you'll be supporting the development and delivery of programmes and projects related to our Biosphere Communities, including community based tourism, climate change and health and well-being through meaningful and engaging initiatives that will make life better for the people, the environment and the economy of our UNESCO Biosphere.

From time to time you'll also support other members of the Biosphere team in their work with land managers, local businesses as appropriate and in return will be able to call on them for their specialist input to your initiatives when required.

We are looking for a confident, outgoing individual to work with the Community and Education team. You should have a good awareness of what sustainability really means and the benefits it can bring to communities, environment and enterprise. You'll need to have good understanding and interest in the challenges that communities face but also the attractions and opportunities that such locations can provide. You should have an interest and understanding in the natural and / or cultural heritage of south west Scotland and will be interested in finding creative ways of bringing it alive to people of all ages, backgrounds and interests. We hope you'll also be aware of the international UNESCO Biosphere status that we have in the region. You'll need to be used to working both on your own and also as part of a team. Most importantly you'll be keen to learn and to develop your knowledge and skills through working alongside members of the Biosphere team.

Supervision and mentorship will be discussed as part of the interview process and agreed with the successful candidate.

### **Applications**

**Closing Date for Applications is Midday on Monday, 21<sup>st</sup> August 2023**

**Proposed interview date: Thursday, 31<sup>st</sup> August 2023**

Application forms must be completed although you are welcome to also submit a covering letter and CV.

All applications to be submitted electronically, as PDF documents.

Please save each file in the following

YourNameCommunityApplicationForm.pdf

YourNameCommunityCV.pdf

YourNameCommunityCoveringLetter.pdf

Application forms submitted to: [info@gsabiosphere.org.uk](mailto:info@gsabiosphere.org.uk)

For Further information or to discuss the role:

Jenna Cains

Lead Officer Community and Education

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## JOB DESCRIPTION

|                             |   |
|-----------------------------|---|
| <b>Post Title</b>           | Project Support Officer – Community   |
| <b>Base</b>                 | Kirroughtree  |
| <b>Reporting to</b>         | Business Development Lead Officer   |
| <b>Responsible For</b>      | N/A   |
| <b>Gross Salary</b>         | Real Living Wage - £21,255 per annum.   |
| <b>Pension Contribution</b> | Employer contribution of 8% of salary   |
| <b>Contract Period</b>      | Fixed-term for 12 months  |
| <b>Contract Hours</b>       | Full-time (37.5 hours per week)<br>Weekend and out of hours working are likely to be part of this role, for which time off in lieu will be given. |

### Job Purpose

The post holder will be responsible to the Community & Education Lead Officer and will support the development and delivery of community and Biosphere projects, community engagement and education initiatives.

### Principal Duties;

- Support the delivery of the projects and programmes of the Community and Education Team.
- Support the development and expansion of the Biosphere Communities scheme.
- Promote and expand membership of the Biosphere Proud Supporter Scheme.
- Support the promotion of the UNESCO Biosphere to communities, visitors and special interest groups through events.
- Regular contribution to GSAB newsletter/website/social media communication streams.
- Support existing educational or community initiatives led by partner organisations.
- Regular reporting to Community & Education Lead / GSAB Manager

This position will involve agile working, including a mix of working from home, utilising community meeting places or hot desks, and working in situ in communities across the entire region of the Biosphere. There will be solo work involved in this role. You will need a driving license and access to a vehicle.

Your contractual place of work will be at Kirroughtree and you will be expected to work from this office for at least one day each week. We operate agile working so other work locations will vary and are likely to include attending events and meetings, hot desking and working with colleagues at various locations throughout the Biosphere area. You should expect to be working away from your contractual home base for a proportion of the week, although this may vary week by week depending on circumstances.

We strive to offer a flexible working environment and are open to discussion on specific situations including job share.

*No Job Description can be entirely comprehensive and the post holder will be expected to carry out other duties from time to time that are commensurate with the above responsibilities and determined by the Partnership Board*

## Project Support Officer – Community

### Person Specification

| Requirements  | E     | D | Requirements  | E     | D |
|---|-------|---|---|-------|---|
| <i>Essential (E) or Desirable (D)</i>   |       |   | <i>Essential (E) or Desirable (D)</i>   |       |   |
| <b>1. Education and Training</b>  | Score |   | <b>4. Knowledge</b>   | Score |   |
| <ul style="list-style-type: none"> <li>Higher level qualification in a relevant subject.</li> <li>Ongoing commitment to Continuous professional development</li> </ul>  | E     | D | <ul style="list-style-type: none"> <li>UNESCO Biospheres</li> <li>Education for Sustainable Development</li> </ul>  |       | D |
| <b>2. Experience</b>  | Score |   | <b>5. Personality Factors</b>   | Score |   |
| <ul style="list-style-type: none"> <li>Supporting Community engagement initiatives</li> <li>Supporting community led initiatives</li> <li>Delivery of Learning initiatives</li> <li>Working to deadlines</li> </ul> | E     | D | <ul style="list-style-type: none"> <li>Confident and outgoing</li> <li>Team player</li> <li>Reliable</li> <li>Self-motivated</li> <li>Able to work under pressure</li> <li>Attention to detail</li> <li>A commitment to sustainability</li> </ul>             | E     | D |
| <b>3 Skills and Abilities</b>   | Score |   | <b>6. Other Requirements</b>  | Score |   |
| <ul style="list-style-type: none"> <li>Microsoft office</li> <li>Good written communication skills</li> <li>Record keeping/organisational skills</li> <li>Good verbal communication</li> </ul>                      | E     | D | <ul style="list-style-type: none"> <li>Flexible approach to work duties</li> <li>Works well independently and as part of a team</li> <li>Observe requirements for confidentiality</li> <li>Driving License, access to a car &amp; willing to drive</li> </ul> | E     | D |