

Recruitment Information Pack

Dornoch Firth Information Officer

**In partnership with Glenmorangie
Located in Tain, Ross-shire**

1 May 2019 to 1 October 2019



Dornoch Firth Information Officer

Contract: 1 May 2019 to 1 October 2019
Salary: £16,380 per annum (pro rata for contract term)
Location: Glenmorangie Distillery, Tain, Ross-shire, IV19 1PZ

1. Reporting structure

Day to day support/line management	Glenmorangie Distillery Visitor Centre Manager
Objective setting/guidance	MCS Volunteer & Community Engagement Manager (Scotland)

2. Overall purpose and objectives

To promote and deliver MCS messages in and around the Glenmorangie distillery in Tain.

3. Key responsibilities

- Deliver talks and events at the Tain Distillery aimed at promoting MCS messages, the Dornoch Environmental Enhancement Project (DEEP) and the links between MCS and Glenmorangie (<http://www.hw.ac.uk/news/heriot-watt-and-glenmorangie-announce.htm>)
- Engage the local community in events and activities related to the partnership
- Recruit new supporters and raise funds for MCS to agreed targets

4. Main duties

Deliver talks and events at the Tain Distillery aimed at promoting MCS messages and the links between MCS and Glenmorangie

- Under the direction of the Volunteer and Community Engagement Manager (Scotland), represent MCS at the Glenmorangie Distillery at Tain
- Provide regular talks and presentations on the Dornoch Firth marine environment, DEEP project and the MCS/Glenmorangie partnership to distillery visitors
- Maintain quality MCS information and materials at the distillery
- Be the main point of contact at the distillery for anyone wishing to find out more about MCS and our work

Engage the local community in events and activities related to the partnership

- Under the direction of the Volunteer and Community Engagement Manager (Scotland) generate opportunities to present MCS' work and initiatives and the MCS/Glenmorangie partnership to local communities around the distillery through attendance at key events
- Deliver MCS education workshops to schools and youth groups in the local communities around the distillery
- Promote Beachwatch to the local community and recruit volunteers to participate in beach cleans as part of the Great British Beach Clean in September

Recruit new supporters and raise funds for MCS to agreed targets

- Promote and generate financial support for MCS through securing donations and new members for MCS at the distillery and in surrounding communities to agreed targets

*credible • passionate • evidence based • solutions focussed
engaging • proactive • campaigning • collaborative*

5. Internal reporting

- Inform your Manager of developments and activities on an ongoing basis
- Produce and regularly update a work plan in agreement with your Manager.
- Maintain an Outlook Calendar showing meetings and key activities.
- Attend regular meetings with your Manager as required under MCS Support & Supervision Policy.
- Maintain an output log for impact assessment purposes.

6. General duties

- Abide by the core values of MCS in all aspects of their work.
- Support MCS' strategies and initiatives to expand the organisation's membership, raise funds and communicate the wider aims of MCS throughout their work.
- Maintain the highest professional standards at all times, ensuring that all outputs are produced within agreed budgets, time scales and specifications.
- Represent MCS externally, attending meetings, conferences and events as and when appropriate.
- Assist with general enquiries on information and resources from MCS, when necessary.
- Act responsibly in terms of the health, safety and welfare of yourself and colleagues, acting in accordance with our Health & Safety Policy and Procedures, and the policies as set out in the Employee Handbook.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other reasonable duties and responsibilities relevant to the nature, level and scope of the post as advised by the Reporting managers

7. Working relationships

Internal	Work effectively with the Fundraising team to deliver the objectives of our partnership with Glenmorangie. Coordinate the involvement and support of MCS volunteer Sea Champions around the Dornoch Firth
External	Respond effectively and professionally to enquiries from the public regarding MCS conservation projects and campaigns and volunteering. Work with Glenmorangie staff at the Tain distillery to deliver an engaging and professional experience for distillery visitors

8. Working environment

Physical environment:	Based at the Glenmorangie Distillery in Tain.
Travel:	Travel in the local area for events. Use of a personal car is considered to be essential for this role as there is very limited public transport to travel around the local area surrounding the distillery.
Other	A large proportion of time will be spent outside

9. Dimensions and Limits of Authority

Budget	Jobholder has no budget responsibilities.
Management	N/A
Strategy	N/A
Policy	N/A
Outputs	Income raised Volunteers attending MCS beachcleans Sea Champions recruited Talks/presentations given

10. Person specification

	Essential	Desirable
Proven ability and competencies	Proven ability to manage own workload and use own initiative Excellent communication and presentation skills with experience of delivering talks and raising public awareness through events	Demonstrable sales skills.
Other skills and abilities	Excellent project co-ordination skills, able to plan and deliver within set timescales and targets Excellent interpersonal skills to build strong relationships with key internal and external stakeholders.	
Qualifications, training and Knowledge	Knowledge of marine conservation in Scotland	Undertaking a first degree in a marine or related environmental subject. 1 st Aid Certificate
Personal Qualities	Self-motivated and capable of working independently and on own initiative with minimal supervision Proactive approach to work, with the ability to handle a diverse workload, prioritise and meet targets Creativity to develop effective means for engaging the public in MCS' work A committed interest in communicating marine conservation to varied audiences to achieve a positive and active response Flexible working and ability to work regular weekends and evenings	

How to apply

You are invited to complete the application form which you can download from our Jobs webpage.

The application form is in two parts – part 1 collects your personal information and part 2 asks for your relevant work history, your qualifications and a supporting statement where you can outline your background and experience for the role.

Part 1 is separated and does not form part of the shortlisting process so **please return the application form to us in a format that we can edit using Microsoft Word (so for example, not a pdf or a Pages document).**

Along with the rest of your experience, we are particularly interested in your supporting statements. Here we are looking for you to tell us how your experience meets the role requirements. Please refer closely to both the job description and the person specification when completing this section. Your statement should include examples of your work or experience to evidence how you meet the job criteria and person specification and what skills you bring which would make you successful in the role.

We are also interested in what inspired you to apply for this role with us – tell us what it is about our work that attracted you to the organisation and the position.

Please return your completed application forms by email to hr@mcsuk.org and ensure the role you are applying for is in the subject line.

Interviews will be held in Edinburgh, and you may be requested to prepare a task in advance, or take part in a group activity as part of the assessment process – full details will be provided to you in the invitation to interview. If you feel you require any reasonable adjustments to allow you to take part fully in the interview process, do let us know on the application form.

The legal bit

All offers of employment are conditional, subject to the following:

- candidates are required to provide proof of current and continued eligibility to work in the UK for the duration of the contract term and will be required to present original documents if invited for interview. Information on what you'll need to show will be provided as part of the invitation to attend an interview but you can read more on the Home Office UK Border Agency website: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>
- receipt of two references which are satisfactory to MCS.

If you would like to speak to us please call the HR team on 01989 561574

Closing Date:

10 March 2019

Interviews:

2 April 2019

Start Date:

1 May 2019

MCS - Our vision, our mission

Our vision

Seas full of life - seas and coasts where nature flourishes and people thrive.

Our mission

To drive political, cultural and social change for healthy seas and coasts that support abundant marine wildlife, sustainable livelihoods and enjoyment for all.

What we stand for

Science and people - our staff, volunteers, supporters and partners - are at the heart of everything we do.

We act because everyone relies on the ocean to survive, from the air we breathe to the food we eat.

By helping people to discover, value and enjoy being connected to our seas, we can all make better decisions today, which will ensure seas full of life for future generations.

Why we need to act

Our seas are under threat - from pollution, overfishing and a lack of protection. We are taking too much out, for example fish and oil - often using intensive or destructive techniques. We are putting too much in - waste, pollution and damaging development.

What we need to achieve

Stop taking too much out of our seas - MCS will work to ensure sustainable use of the seas by minimising harm when we harvest resources, for example through fishing and oil extraction.
Stop putting too much into our seas - MCS will work to prevent and clean up marine litter and pollution, and to minimise damage from development and climate change.



Working with MCS

Hours of work	Our normal full-time working week is 35 hours. We offer Time Off in Lieu (TOIL) where you may have been required to work in excess of your standard hours and we have a flexible approach to our daily start and finish times in order to support you in balancing your work and home life.
Annual leave	We offer 25 days annual leave per annum, plus Bank Holidays – pro rated for part-time or fixed term contracts. Your entitlement to leave increases with service, to a maximum of 30 days after 10 years with us. Senior Management/Directors start at 27 days annual leave per annum, plus Bank Holidays, rising to a maximum of 30 days after 5 years.
Occupational sick pay	MCS seeks to support our team members when they have periods of sickness and once through the probationary period you are entitled to occupational sick pay equivalent to 8 weeks at full pay followed by 8 weeks at half-pay in any rolling year (pro-rated for part-time or fixed-term contracts)
Learning & development	MCS recognises that its employees are fundamental to its success, and seeks to provide an outstanding and distinctive social and working environment in which both the organisation and its employees can flourish and achieve their full potential. We seek to employ and develop high calibre and high-performing staff in order to meet our strategic objectives.
Pension	We will auto-enrol all employees into our stakeholder pension scheme after 3 months service. On a monthly basis, MCS will contribute the equivalent of 6% of your annual salary into our scheme with 2% employee contribution to meet the statutory requirement of 8% total contribution You may choose to make additional personal contributions when you commence employment with us, and at any time from then.

Equality & Diversity at MCS

Everyone can expect to be treated with consideration and respect and MCS is committed to providing an inclusive environment for all. Good working relationships release the full potential, creativity and productivity of each individual, in an atmosphere where everyone can learn and work without prejudice, discrimination, harassment or violence.

MCS is an equal opportunities employer welcoming applications from all sections of the community.

Registered Charity No: 1004005 (England & Wales) SC037480 (Scotland)
Registered Office: Overross House, Ross Park, Ross-on-Wye, HR9 7US