



Project Manager, Fidra

Application Pack

Fidra

We are an environmental charity based in Scotland. Our vision is of a world where societies are sustainable and ecosystems are healthy. Our mission is to achieve pragmatic and proportionate solutions to discrete environmental issues using best available science working in collaboration with the public, industry and government.

Current projects

Fidra fulfils its mission through discrete demonstrator projects that seek to address environmental threats from pollution and habitat degradation. We are recruiting a Project Manager to develop and lead new initiatives or take on existing initiatives in the area of pollution and biodiversity.

Fidra projects include:

[The Great Nurdle Hunt](#) - reducing the ongoing release of raw plastic pellets into the environment.

[Pitch-in](#) - addressing loss of microplastic rubber crumb from artificial sports pitches.

[Best Fishes](#) - striving for best practice in Scottish salmon farming through informed choice and assessing alternatives to polystyrene fish packaging.

[PFAS free](#) - eliminating the use of PFAS in school uniforms and in takeaway food packaging.

[Beat the receipt](#) - extending the ban on BPA in receipts to all bisphenols in receipts. [The Cotton Bud Project](#) - banning the sale of plastic stemmed buds.

In addition, Fidra works collaboratively with a range of partners across national and international NGOs and industry.

THE OPPORTUNITY

This is an exciting opportunity to join a highly motivated and effective organisation to scope, design, deliver and monitor effective science driven environmental projects. As a Project Manager you will be keen to deliver results. You will be expected to take forward new ideas, be driven by the science, delve into the detail and context and grasp the complexity of the issues you are working on. You will need to be able to analyse and distil information in a simplified manner appropriate for different audiences. To have an impact you will need to influence a range of stakeholders from government, industry to civil society. This will require polite persistence as well as drive, creativity and resilience to ensure change happens. In this



role you will be expected to be flexible and agile and willing to move between different projects as required. You will be joining a small, dynamic and supportive team. You must be eligible to work legally in the UK.

TERMS AND CONDITIONS

Type of contract: 2 years fixed term (with likely opportunity to extend) **Probationary Period:** minimum 3 months

Salary Range: £32,500-£37,500 (full time equivalent) dependent upon skills and experience plus 8% pension contribution.

Location: The Fidra office in North Berwick (currently minimum of 1 day per week in the office in line with company COVID19 guidance). Homeworking is allowed up to a maximum of 40% for full time staff and pro-rated for part time staff.

Benefits: 25 working days or pro rata equivalent and ten days annual leave over Christmas in lieu of public/bank holidays.

Hours of Work: Monday to Friday from 9.00am to 5.00pm, with a one-hour lunch break. This is a full-time position, but flexible and/or part-time working will be considered.



Job Description

Job Title	Project Manager	Location:	North Berwick (flexible)	Reports to:	Director
Role Type:	Fixed Term 2 years (with the likely opportunity to extend)			Hours of Work:	Full Time preferred, but part time will be considered
Role Purpose:	You will develop new initiatives, manage projects and deliver tangible results in the sphere of pollution or/and biodiversity.				
Key Duties and Responsibilities:			Person Specification:		
You will: <ul style="list-style-type: none"> • Develop a rapid understanding of Fidra's current projects • Understand in-depth the context for the projects on which you are working and contribute to the strategic discussions at Fidra through engagement with management, Trustees, and staff. • Research and scope new projects with agreement from the Director and Trustees. • Develop clear project management plans with clear results using tools such as the Theory of Change, Results Based Framework, Risk Analysis and Budgets. • Deliver projects in a timely manner, with an ability to monitor and creatively adapt the project to changing dynamics to ensure it delivers results. • Ensure your projects are well communicated to external audiences through channels such as web content, social media, research reports, case studies and respond to calls for evidence to consultation processes. • Share project internally through meetings and quarterly reports. • Represent Fidra at external events and forums where appropriate • You may be expected to line manage direct line reports (as defined by organisational structure), to include setting individual performance objectives, carrying out annual performance reviews, agreeing individual training and development plans, holding regular 1-1s, supporting good work-life balance and wellbeing and ensuring effective information dissemination. • You will be expected to carry out other duties, which may or may not be related to the job, as reasonably requested by management. 			You will be: <ul style="list-style-type: none"> • Able to identify and deliver innovative opportunities and solutions. • Able to influence others • A problem solver who has a pragmatic approach to challenges and a drive and creative ability to push for change • Be able to be both polite and persistent • Able to work on your own initiative and operate as part of a small team • Flexible to changing requirements that the role may require • Resilient under pressure You will have: <ul style="list-style-type: none"> • An upper second degree in a science or relevant discipline and a minimum of 2 years' relevant work experience in a related field • Demonstrated ability to critically appraise and analyse complexity • Strong project management skills with demonstrable experience of delivering results • Excellent communication skills (written and verbal English) with the ability to summarise technical information for popular audiences and facilitate webinars/workshops • Proven experience in desk research and the ability to write well-structured reports • Good strategic thinking and planning skills and proficient communication skills • Drive for continual improvement • A strong commitment to Fidra's approach: evidence based, pragmatic and collaborative You may have: <ul style="list-style-type: none"> • A postgraduate degree in a relevant discipline or existing knowledge in the field of biodiversity and environmental policy, or plastic pollution. • Experience of working in the field of physical science 		



HOW TO APPLY

Applications, consisting of a short covering letter outlining how you meet the requirements of the role and your motivations for applying, a full CV, and contact details for two referees (who will not be approached without your permission), should be submitted via email to:

Catherine Gunby, Director at:

info@fidra.org.uk, copying in catherine.amis@fidra.org.uk

Please put in the heading: Application for Project Manager

Please indicate in your covering letter where you saw this position advertised.

The closing date for applications is the **11 November** at 1600 hours

Candidates selected for interview will be invited by the **26th November 2021**

First round of interviews will be held using a virtual platform during **provisionally planned for 1st/2nd December 2021**

Candidates invited to the second round of interviews will be notified by **8th December 2021** (and interviews likely held during that week or the following week)

As an equal opportunities employer, we are committed to equality of opportunity in recruitment and will not discriminate on grounds of gender, age, disability, sexual orientation, race, pregnancy or maternity, gender reassignment, religion or belief, or marriage or civil partnership.

Regrettably, due to limited resources and the high number of applications we receive, we are unable to respond to all applications. If you have not heard from us within four weeks of your application, please assume that you have been unsuccessful on this occasion.