



OPEN SEAS – BUSINESS SUPPORT OFFICER

Open Seas

The Open Seas Trust is a campaigning charity working on issues of marine conservation and seafood sustainability in Scotland. We are a small, agile organisation with an evidence based, robust approach, calling out damaging and illegal activity in the press and with Scottish politicians and undertaking research and investigations to build the case for change.

We have become a prominent voice for marine conservation in Scotland, generating significant mainstream media attention and securing a strong profile for the organisation in the national press. We have also built a strong political reputation hosting political events and engaging leading politicians in the health of our seas.

You can read more about our work at www.openseas.org.uk

The Team

We are currently a team of 5 staff working within two pillars of the organisation – policy and campaigns. Our work spans a range of tasks including research, lobbying, boat based research, meetings with seafood and fisheries stakeholders, campaigning and hosting events. The team works entirely from various remote home and shared working space locations and so much of our work is done using online collaboration tools.

The organisation is overseen by a Board of 5 Trustees who meet quarterly and advised by an Advisory Group who meet 1 – 2 times a year. We aim to grow the organisation in the coming years and are now needing support to facilitate and administer our growing organisation and workload.

The role

This advertised role will be instrumental helping ensure the organisation is able to deliver its objectives as well as helping to build the organisation as we go through a period of growth, and ensuring that this is done in a structured and sustainable way. The role will help streamline processes and ensure that we are running as efficiently and effectively as possible. The role will report to and work closely with the Head of Policy and Operations, in particular on the delivery of the business plan and growth targets.

Key tasks will include organising and administering board meetings, oversight of day to day finances, supporting the monitoring and reporting of performance, developing financial and funder report and providing administrative and logistical support for the wider team.

The location for this appointment is flexible, most staff currently work from their homes but there is also the potential to arrange office space if necessary.

The successful candidate will join a collegiate team and have the chance to engage across the organisation's work.

Benefits

The role will be paid £33,500 - £36,500 pro rata to 1 day per week, depending on experience. The initial contract will be for 1 year with a view to extending this thereafter. Open Seas offers a matched pension contribution of up to 6%. The role will be entitled to 25 days paid holiday plus Scottish public holidays, pro rata.