

Young Sea Changers Scotland

PROJECT COORDINATOR

SALARY: £27,500 per annum (pro rata)

HOURS: 15 hours per week (0.4 FTE) (work pattern to be agreed with Executive Director)

REPORTS TO: Executive Director

LOCATION: Remote working, based in Scotland.

CONTRACT: 1 year initially subject to funding

JOB PURPOSE

Young Sea Changers Scotland (YSCS) is looking for a passionate and committed Project Coordinator to join our team. The successful candidate will work closely with the YSCS Director, Board of Trustees and partners to coordinate and implement our transformative project, which aims to empower young people aged 16-25 to engage with and influence marine policy issues that impact their lives and communities.

MAIN RESPONSIBILITIES

- 1) Provide project support to the Executive Director, particularly in the development and delivery of a bespoke online training programme for young people
- 2) Coordinate young people's input into government consultations and other policy engagement opportunities, where needed
- 3) Support creation & moderation of an online platform that will enable ongoing peer-to-peer exchange and learning, allowing young advocates to connect and collaborate with each other, share resources, and best practices, and stay up to date on current marine policy issues
- 4) Support content creation for YSCS social media & management of website
- 5) Act as a point of contact for young volunteers, answering queries, providing support and guidance, and ensuring they receive the necessary resources and information.
- 6) Supporting development & implementation of operational processes
- 7) Ensuring compliance with relevant policies & procedures
- 8) Be adaptable to other tasks that fall within the scope of this position

QUALIFICATION, KNOWLEDGE, AND EXPERIENCE

Essential*

- A degree in a relevant subject and/or some practical experience in a relevant discipline (e.g. environmental science, education or other)
- Understanding of current challenges facing the Scottish and UK seas, as well as relevant policy
- Excellent organisational skills and the ability to work within a team and independently
- Competent user of social media and some experience with online content creation
- Excellent written and oral communication skills, including presentation skills
- Good meeting and/or workshop facilitation skills

Desirable

- Demonstrable experience working with volunteers, particularly young people
- Practical experience in, or knowledge of, policy advocacy
- Ability to engage with a wide variety of stakeholders from different sectors and backgrounds
- Experience organising events and workshops

- Experience with project delivery

*We welcome applicants who may not possess all the essential criteria, such as recent graduates, but are passionate and believe they would be a strong fit for the role.