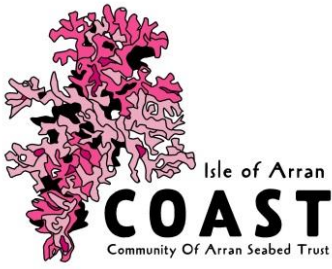


COAST Job Application Pack:

Funding Officer



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Registered Company No SC299917 at Companies House Edinburgh.
A Charity Registered in Scotland SC042088
www.arrancoast.com

Spirit of the Community Environment Winners 2017
Goldman Environmental Prize 2015
Nature of Scotland Award Winners 2014

JOB ADVERT

Funding Officer

Do you have experience of third sector fundraising? An exciting opportunity has arisen within COAST for a part-time Funding Officer. We are looking for someone who can take on our fundraising strategy and secure funds to ensure ongoing financial sustainability of the charity. The post is available now as a part-time job (22.5 hrs per week) and can be a remote home working post within the UK or based in our offices on the Isle of Arran.

Community of Arran Seabed Trust (COAST)

COAST is a multi-award winning, community-led, marine conservation and restoration group established in 1995 by two local divers in response to the collapse of fish stocks and the degradation of seabed habitats in the Clyde. Described by George Monbiot as 'pathfinders', COAST established Scotland's first and only community-driven No Take Zone in 2008 following a 13-year campaign. We proposed the South Arran Marine Protected Area (MPA) in 2012, which came into full effect in 2016.

COAST is a small organisation with an enthusiastic staff and large volunteer team committed to the full realisation of the environmental, social and economic potential of our MPA and the progressive development of Clyde and Scotland's marine management. To help deliver this, in December 2016, we purchased a shore-side site and pavilion in Lamlash which we have renovated. In September 2018, we proudly opened Scotland's first community-led Marine Protected Area Visitor Centre, the Discovery Centre, which provides a unique opportunity for the public to connect to our seas and discover how they can make a difference to marine conservation.

The job

The Funding Officer will lead our fundraising strategy and report directly to our Executive Director, while also communicating with other staff members and volunteers as required. Diversification and development of income streams, the oversight of core, capital and project grant applications, and reporting to our funders, are central components of the role. In addition, managing and developing our existing grant-making body and donor relationships, as well as identifying new sources of funding are important components of the job. If the successful candidate chooses to work remotely from home then there will be a requirement for an initial five-day induction period at our offices; thereafter weekly internet conferencing and regular face to face meetings to ensure team cohesion.

The person

The successful candidate will have a track record in fundraising, with either a degree-level qualification or demonstrable experience in a relevant field. They will have excellent IT and communication skills, be highly organised and systematic. The successful candidate will have the ability to work flexibly, that is, independently but also as part of a small team. They will be friendly, confident and approachable and preferably have an interest in marine conservation.

To apply

To apply, please send your CV and cover letter detailing how you meet the job requirements to recruitment@arrancoast.com by 15th July. Interviews are likely to be held the week after and may comprise an initial Skype call before formal interviews are called. If you would like to discuss this position with us informally, please email us at the same address.

JOB DESCRIPTION

JOB TITLE:	Funding Officer
REPORTS TO:	Executive Director
RESPONSIBLE FOR:	Fundraising and reporting
Salary:	Pro rata full time equivalent £26,000 - £28,000
CONTRACT:	Part time role, 22.5 hrs per week, initially 12 months
LOCATION:	COAST Discovery Centre, Lamlash, Isle of Arran or remote working from home.

JOB OUTLINE

Main responsibilities:

- Plan, co-ordinate and implement a diversified fundraising strategy to ensure COAST's long-term financial stability.

DUTIES & RESPONSIBILITIES

Specific duties include the following. Other tasks may be assigned in line with the role and COAST's objectives and priorities.

- Review fundraising strategy and create an ongoing and up to date plan.
- Ensure a variety of funding is secured; core, project and capital to meet the annual budget forecasting.
- Achieve fundraising in line with targets agreed with the Executive Director.
- Produce grant applications, identify potential new donors, build relationships with major donors, and develop diversification of income streams (legacy, local and corporate).
- Produce reports for funders based on accurate expenditure information.
- Manage the database for grant application information, facts and figures and reporting and ensure it is up to date.
- Identify areas to the Executive Director, Finance Officer and any other relevant team members, where and by when restricted funding needs to be spent, and on what.
- Review and contribute to the donations and funders sections of the website.
- Keep recording up to date and produce two-monthly summary report for the Executive Director in time for the finance working group.
- Answer all appropriate enquiries and promote COAST's work in a confident, inspirational and motivational way.
- Take notes at relevant meetings and draft minutes as required.

TERMS OF EMPLOYMENT

Outline details of the terms of employment are set out below:

- **Length of Contract:** Initially 12 months.
- **Probation period:** There will be a 3-month probation period.
- **Annual Leave:** 32 days holidays full time equivalent pro rata including bank holidays
- **Hours of Work:** 22.5 hours per week; equating to three full days during a normal working week. The arrangement of how the hours are worked and when during the week is flexible for the right candidate.
- **Location:** COAST Discovery Centre, Lamlash, Isle of Arran or a remote working arrangement located within the UK, with effective communication infrastructure.
- **Workplace Pension Scheme:** Enrolment in a third party workplace pension scheme.
- **Reporting:** A progress report will be prepared by the Officer as and when requested by the Executive Director.
- **Training:** Training will be provided as appropriate to the position as required.
- **Appraisals:** There will be an appraisal after 3 months and annually thereafter.
- **Expenses:** Approved expenses will be reimbursed each month.

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