

Scottish Wildlife Trust

Job Description



Title	Programme Support Officer <i>Saving Scotland's Red Squirrels – Transforming Nature Project</i>
PART-TIME/FULL-TIME	0.9 FTE (31.5 hours/week); Maternity cover until 18 February 2026
Location of Job	Hybrid / Harbourside House, Leith, Edinburgh
Dept/Region	Conservation
Reporting to	SSRS Programme Manager

Our Mission

For 60 years, the Scottish Wildlife Trust has worked with its members, partners and supporters in pursuit of its vision of healthy, resilient ecosystems across Scotland's land and seas. The Trust successfully champions the cause of wildlife through policy and campaigning work, demonstrates best practice through practical conservation and innovative partnerships, and inspires people to take positive action through its education and engagement activities. It also manages a network of over 100 wildlife reserves across Scotland and is a member of the UK-wide Wildlife Trusts movement.

Our Values

- We are pioneers
- We are always learning
- We act with integrity
- We are evidence-based
- We are impact focused
- We are collaborative

Saving Scotland's Red Squirrels

Saving Scotland's Red Squirrels (SSRS) is a project to deliver of the essential protection measures required to secure the long-term future of red squirrels in Scotland and to ensure that systems are put in place to continue the delivery of these measures over the long term by working with other agencies with a stake in native species conservation and invasive non-native species management.

*Saving Scotland's Red Squirrels focuses upon one of our most charismatic and well-loved mammals – the red squirrel (*Sciurus vulgaris*). Once widespread, red squirrels have undergone a catastrophic population decline primarily due to competition from invasive non-native American grey squirrels (*Sciurus carolinensis*). SSRS was formed to reverse this decline and create the conditions for this mammal to thrive in future, working with communities of volunteers and land managers, empowering them to take ownership of their role in its conservation.*

Saving Scotland's Red Squirrels

Programme Support Officer

Overall Purpose of the Role

The Programme Support Officer supports Saving Scotland's Red Squirrel (SSRS) staff through sourcing and purchasing of SSRS equipment, booking and administration of events, financial administration, financial reporting, and ensuring that project staff are supported in a variety of administration tasks. The role additionally provides supplemental support to the Communications & Engagement Officer and Data Officer to manage the Community Hub and national communications.

Main Tasks

Project Administration & Support

1. Research suppliers, gather quotes, order materials and organise distribution of equipment and materials for use by SSRS staff in carrying out red squirrel protection work.
2. Research and book venues for any events, talks or training sessions planned by SSRS.
3. Work closely with the Communications & Engagement and Data Officers to effectively manage and further develop the SSRS Community Hub, specifically administrating and managing volunteer information for SSRS operational use by independent volunteer groups and external delivery partners.
4. Support the SSRS Team and Partners/Stakeholders by arranging meetings, minute-taking and collating documents.
5. Other necessary administrative duties such as may arise.

Communications & Engagement

6. Manage national SSRS communication channels – email and phone – and respond to public enquiries, with support from project staff.
7. Support the Communications & Engagement Officer to manage and develop content for social media channels, blogs, and newsletters, as needed.

Financial Administration

8. Keep track of SSRS project expenditure on equipment and materials ordered, including financial coding of purchase orders, expense claims and invoices in accordance with SSRS and Scottish Wildlife Trust procedures.
9. Assist the SSRS Programme Manager with checking accuracy of monthly financial reports and finalising the SSRS project format budget for ongoing financial management of the SSRS project.
10. Working with the Grants and Fundraising, HR and Finance teams, record and report project expenditure via quarterly project claims reporting for funder approval.

Key Contacts

- SSRS Programme Manager, Communications & Engagement Officer, Data Officer and SSRS regional project staff
- Scottish Wildlife Trust Finance Department, Marketing & Communications team, Knowledge and Evidence team
- SSRS Partner organisations, volunteers, and stakeholders.

Qualifications, Experience (essential/desirable)

Essential Qualifications (or matched experience):

- 3 Higher level equivalent qualifications (minimum) in relevant subject and minimum 2 years relevant working experience

Essential Experience:

- Proven project administration experience
- Experience of procurement and procurement principals, and financial administration
- Working with a diverse range of stakeholders
- Good level of awareness of Data Protection
- Communicating with the public through a variety of media

Desirable Experience:

- Working with organisations in the environmental, conservation or voluntary sector.
- Experience of working with countryside managers and / or countryside agencies, e.g. landowners, farmers, estate staff, gamekeepers, foresters
- Organising and administering events and training for a range of audiences
- Partnership working
- Experience of maintaining evidence for reporting to funders
- Good knowledge of Aberdeen, South Scotland, Argyll & Trossachs, Stirlingshire and Tayside
- Awareness and knowledge of Health & Safety

Key competencies	Essential	Desirable
Technology and knowledge (IT)	Good working competency with common IT packages, especially Microsoft Excel, Word, Outlook, Teams	Knowledge of One-Drive, Sharepoint, Zoom.
Organisation and planning	Excellent-organisational ability Nurate, financially literate.	
Communication (writing/spoken)	Good interpersonal skills; ability to communicate with staff, colleagues, members of the public, and other stakeholders. Good written and verbal communication skills	
Teamwork	A good team player but able to work on own initiative	
Commitment to organisational culture, values and vision	Willingness to take responsibility	A strong personal commitment to wildlife conservation

Additional Requirements	Essential	Desirable	Not applicable
Right to work in the UK	X		
Full Driving Licence		X	
Protection of Vulnerable Groups membership			X
First Aid Certificate			X
Credit Check			X

Author	Gail Turney, SSRS Programme Manager	Date	February 2025
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