



## **LOCH ABAR MÒR OPERATIONS OFFICER**

(full-time, home-based within Scotland)

### **ABOUT**

[Loch Abar Mòr](#) is a new nature restoration partnership, working at scale to enable communities to thrive in an ecologically diverse and climate resilient landscape.

Led by nature restoration charity SCOTLAND: The Big Picture (SBP), the partnership brings together a group of significant landholdings, all committed to ecological recovery as a solution to climate breakdown and biodiversity loss, and as an enabler for new social and nature-based economic opportunities across the iconic Lochaber region of Scotland.

Loch Abar Mòr has recently launched with six founding partners who are stewards of more than 80,000 acres of land, and a vision over 50 years to create a rich mosaic of habitats, alive with nature and weaving across boundaries, in which people work and live with a sense of pride and belonging.

### **PURPOSE OF THIS ROLE**

This new role will provide crucial support and structure for the partnership as aspirations and ideas for change are translated into actionable plans and projects over the coming months and years.

The Loch Abar Mòr Operations Officer will work with the Partnership Convenor to shape, document and initiate projects, and manage the delivery of these to achieve targeted outcomes for community, nature connectivity and climate.

The role will own and track the information and processes that underpin the partnership as it develops further, ensuring its growth and development are built on solid and efficient foundations.

### **KEY LIAISONS**

The role will report to the Loch Abar Mòr Partnership Convenor, and more widely to the Loch Abar Mòr Management Team, made up of partner representatives.

The role will form positive working relationships with Loch Abar Mòr partner organisations and interact with a wide range of stakeholders interested in or impacted by the partnership. The role will also form a network of relationships with contractors and advisors across Scotland involved in nature restoration work.

The role will be hosted by SCOTLAND: The Big Picture, so close working will also be needed with wider SBP team members to draw upon skills and experience relevant to the partnership.

## **KEY DUTIES/RESPONSIBILITIES**

- Manage the day to day administration of the partnership – fielding enquiries, creating relevant documentation, moving actions forward and overcoming obstacles to enable progress.
- Manage, track and organise the information that underpins the partnership, including partner agreements, project plans and budgets, comms text, etc.
- Develop and manage any processes or governance required to establish efficient and effective foundations for the partnership.
- Working closely with the Loch Abar Mòr Partnership Convenor and Management Team:
  - Maintain an overarching plan for the partnership, mapping out planned actions and projects over time to deliver change.
  - Manage plans and budgets for individual actions and projects as required to achieve targeted outcomes for community, nature connectivity and climate.
- Working closely with the SBP fundraising team, develop the information needed to seek funding for partnership running costs and projects, and to report back to funders.
- Working with SBP's Community Development Officer and Loch Abar Mòr partners, build and manage a plan to engage communities around the partnership's aims and aspirations.
- Working with SBP's Creative Campaigns team, build and manage a plan to communicate more widely about the partnership.
- Take ownership for the planning and delivery of partnership events, including preparation of materials, booking and logistical arrangements, etc.
- Commission and manage ecological surveys, feasibility studies and other input from expert contributors required to guide nature restoration plans and priorities.
- Other general support as required to ensure the Loch Abar Mòr partnership functions smoothly to deliver its objectives.

## **EXPERIENCE**

- Experience managing/organising an operational area or project/programme.
- Training/qualification in project management/administration.
- Experience of developing, working with and adhering to area/project budgets.
- Previous involvement in nature recovery initiatives, preferably within Scotland.
- Knowledge/understanding of the social, cultural and political context of land use and nature recovery in Scotland.
- Experience of working independently/remotely.

*Desirable but not essential:*

- Education to degree level or equivalent in ecology/conservation or a related subject.

## **KEY SKILLS/ATTRIBUTES**

- Excellent organisational skills, including time management and prioritisation, with the tactics and approach to effectively manage a busy workload and meet deadlines.
- Self-motivated and solutions-focused, with the capability and desire to take ownership of all relevant responsibilities.
- Ability to communicate confidently with a wide range of people and build positive relationships with colleagues, partners, contractors, and other stakeholders.

- Excellent writing skills, with the ability to prepare concise and engaging text for different uses.
- Comfort working with budgets, numbers and spreadsheets to manage/organise information.
- Strong attention to detail, particularly when working with text and financial information.
- Conscientious, self-motivated and able to work well without close supervision.
- Competent with IT and able to learn quickly/troubleshoot problems independently.
- A full UK driving licence to enable travel to remote rural locations.
- Passion for and knowledge of rewilding, ecology and nature restoration.

## TERMS AND CONDITIONS

This role is hosted by [SCOTLAND: The Big Picture](#), who act as the partnership convenor, banker and administrator without liability, as well as the employer of any staff required to deliver Loch Abar Mòr's aims and objectives.

**Salary:** £30-32k per annum, depending on experience. Salaries are paid in arrears on the last working day of each month by bank transfer.

**Place of work:** This role is home-based within Scotland and will require a suitable home office working environment and equipment (grant assistance is available for necessary equipment). Attendance of meetings and events held in other parts of Scotland will also be required periodically. Travel expenses will be paid in accordance with SBP's expenses policy.

**Contract:** Fixed-term for 12 months in the first instance. Potential to extend, dependent on the development of the partnership and the success of the role.

**Hours:** Working hours are flexible, but must equate to a minimum of 37.5 working hours per week, Monday to Friday. The nature of the post may from time to time require evening and weekend work. Paid overtime is not available, but time off in lieu will be given.

**Flexibility:** Subject to ensuring that the needs of the role are met, we endeavour to meet the flexible working needs of all employees.

**Holidays:** 28 working days per annum including public holidays, plus 5 additional office closure days between Christmas and New Year.

**Pensions:** You may be eligible to be enrolled into SCOTLAND: The Big Picture's employee pension scheme. Written terms of the scheme are available on request.

**Probationary period:** 6 months.

**Notice period:** 2 months.

## TO APPLY

Please submit your CV and a one-page covering letter detailing how your skills and experience equip you for the role. If applicable, please include any current notice period obligations.

Applications should be sent to **Hayley Gray, SBP Head of Projects** ([hayley@scotlandbigpicture.com](mailto:hayley@scotlandbigpicture.com)) by 5pm on **21 June 2024**.

Any questions/enquiries or requests for further information should be sent to the same address. First round interviews will be conducted by video call shortly after the closing date.

*SCOTLAND: The Big Picture is committed to equality of opportunity for all and we make recruitment decisions by matching our operational needs with the skills and experience of candidates irrespective of age, disability, gender, gender reassignment, sexual orientation, pregnancy or maternity, race, religion or belief, and marriage or civil partnership.*