

EXECUTIVE DIRECTOR



BERWICKSHIRE MARINE RESERVE
A Scottish Charitable Incorporated Organisation
Registered Charity SCO50016
www.berwickshiremarinereserve.org.uk

Scotland's only voluntary marine reserve

- Raising awareness of the marine environment through education and research
- Promoting responsible recreational use alongside a sustainable fishery
- Conserving the biodiversity of the coastal waters

Working together to deliver healthy, thriving seas, coast and communities through

- Community and stakeholder engagement
- Learning through Training and Events
- Conservation through Citizen Science



JOB ADVERT

Executive Director

A key conservation and community engagement position based in a spectacular stretch of marine environment, off the East coast of Berwickshire in the Scottish Borders. The Executive Director will lead the delivery of conservation through education, engagement, and promotion of the marine environment working with the local community and visitors accommodating commercial interests within the reserve's conservation aims.

This is a wonderful opportunity to align your skills and life style leading a well established voluntary marine reserve in both a strategic and hands on role. We are looking for an experienced, dynamic and effective person, able to manage and provide direction to assist the charity to meet its wider ambitions. You will be supporting a friendly and well-qualified small staff team, working across diverse stakeholder groups including volunteers and our local community constituency. You will be acting as a public spokesperson for the organisation and able to oversee project development and implementation. A background in marine conservation is not essential, although a passion for the marine environment is.

The job

The Executive Director will work closely with the Board of Trustees, staff, volunteers and external partners to deliver our ambitious programme. Managing the Berwickshire Marine Reserve's (BMR's) daily operations, while overseeing our finances, staff team and the development of our Education Centre, you will have the overall aim of conserving Berwickshire's unique marine environment.

The person

The successful candidate will have extensive managerial experience and preferably demonstrated experience of successfully running a community-based environmental organisation. You will have a good understanding of

the environmental issues facing Scotland and the UK, within the terrestrial or marine context. You will be a motivated and pro-active person that has the ability to think on their feet whilst being highly organised, with an ability to balance strategic direction with operational delivery. The candidate is expected to show excellent management and people skills and have a desire to become part of our local community. You will have excellent IT, presentation and social media skills.

To apply

To apply, a full CV with a covering letter detailing how you meet our requirements should be sent by email to The Board of Trustees at info@berwickshiremarinereserve.co.uk by the 9:00am on Monday 30 May 2022. First Interviews are likely to be held virtually on the evenings of 9 and 10 June, or on the morning of Saturday 11 June. Second interviews will be held in Eyemouth on Saturday 18 June 2022. If you would like to discuss this position with us informally please email us at the same address.



Post: EXECUTIVE DIRECTOR (Berwickshire Marine Reserve)
Closing Date: 9:00 am on 30 May 2022
Salary: Range £30000 - £35000
Contract Type: Initially 1 year (potential to extend)
Hours: Full-time (37 hours per week)
Responsible to: Board of Trustees
Responsible for: Management of all staff and volunteer team

The Role

The Executive Director will work closely with the Board of Trustees, staff, volunteers, external partners and the community to deliver our ambitious programme and develop our approach moving forward. As a key member of the team you will lead the charity's daily operations, while overseeing our finances, staff team and the development of our Education Centre, with an overall aim of engaging the community to conserve Berwickshire's unique marine environment.

Main Responsibilities

- To lead and inspire the Berwickshire Marine Reserve's (BMR's) staff (currently 1.5 FTE Project Officers) and volunteer team
- To develop and deliver our business and communications strategies
- To enable the Board and Members to make informed strategic decisions

Specific Objectives

STRATEGY AND PLANNING

- Ensure that the Berwickshire Marine Reserve's (BMR's) work is focussed on delivering our strategy for conservation through community engagement promoting responsible recreational use alongside a sustainable fishery.
- Develop, with input from staff, members and friends of the BMR, an annual operational plan for Board approval.
- Make recommendations to the Board of Trustees as necessary to ensure the effective running of the organisation and development of the strategic direction

HUMAN RESOURCES

- Recruit, manage, support and develop the staff team to deliver our strategic plan, objectives and operational plans.
- Oversee and contribute to the recruitment of volunteers and management of volunteer contribution, including summer rangers, citizen scientists, placement and project students, and others.

FINANCIAL MANAGEMENT

- Ensure the long-term financial viability of the Berwickshire Marine Reserve (BMR).
- Oversee and contribute to revenue and capital fundraising in line with agreed financial requirements and operational targets and ensure funding needs are met.
- Diversify income streams and maximise potential earnings from merchandise and donations.

COMMUNICATIONS AND COMMUNITY ENGAGEMENT

- Maintain an open, productive and positive relationship between staff, Board of Trustees, Members, local volunteers and the local and visiting communities.
- Promote the Marine Reserve's Code of conduct and keep it up-to-date and relevant to the diverse range of user groups.
- Deliver Berwickshire Marine Reserve's campaigns, communications, research and outreach initiatives to ensure objectives are met.
- Oversee and contribute to the delivery of educational events and activities to promote learning about conservation and the marine environment.
- Help maintain and develop a network of professional, academic and business contacts and partnerships both in the local area and nationally, representing the Berwickshire Marine Reserve (BMR) at meetings and events as appropriate.

GENERAL MANAGEMENT

- Ensure that the Berwickshire Marine Reserve (BMR) meets all of its statutory responsibilities, including health and safety, data protection, equal opportunities, safe guarding, and charity regulations.
- Any other tasks falling within the scope of general management and leadership of the organisation.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

Essential

EXPERIENCE AND QUALIFICATIONS

- Extensive practical experience and knowledge in the fields of business, environmental management, or tourism and ideally educated to degree level
- Proven track-record in organisational, staff and project management preferably with experience in a similar community-based organisation or environmental NGO.
- Budgeting, fundraising and financial management experience.
- Experience in community engagement
- Demonstrable ability to build relationships and to motivate and influence a wide range of audiences including paid colleagues, volunteers and external stakeholders.
- Competent user of software packages and social media

SKILLS AND KNOWLEDGE

- Leadership skills with a proven track record of strategic planning and delivery.
- A sound knowledge of requirements for safe guarding for an organisation. (This position is subject to an enhanced disclosure check).
- Excellent written and oral communication skills and the ability to represent the Berwickshire Marine Reserve (BMR) in person and via broadcast, print and social media.
- Knowledge of the legislative framework that charities operate within.
- Understanding of environmental issues and current environmental policy (Scotland/UK) within the marine or terrestrial context.

ATTRIBUTES

- An adaptable self-starter able to enthuse and motivate staff, volunteers, Board members and the wider community.
- Business acumen and the ability to recognise and build on sustainable development opportunities.
- Commitment to conserving and restoring the environment

- Commitment to work flexibly - outside of normal office hours and weekends on occasion, and able to travel throughout the UK

Desirable:

- First Aid Certificate.
- Full, preferably clean, driving licence.
- Coordination of research projects in liaison with academic institutions and other charitable organisations, with the ability to maintain strong relationships and partnerships.
- Practical experience of conservation campaigning and in leading public consultations.
- Experience of visitor centre (or similar) development and management.
- Experience of working with broadcast, print and social media and with journalists.

About the Organisation:

The Berwickshire Marine Reserve (BMR), encompasses 10.3km² of some of the most diverse and stunning marine environment along the Berwickshire coast, supporting a variety of commercial and recreational interests. Established in 1984 it was one of the first marine reserves in the UK and provided a lead and an inspiration to other individuals and bodies committed to marine conservation. It is now an incorporated charity and is currently the only Voluntary Marine Reserve in Scotland.

The BMR's purpose is the conservation of a spectacular stretch of marine environment, off the East coast of Berwickshire in the Scottish Borders. It has sought to deliver on this purpose through education, engagement, and promotion of the marine environment and, importantly, a partnership between stakeholders, accommodating commercial interests within its conservation aims.

The BMR objectives are to:

- Raise awareness of the marine environment through education and research
- Promote responsible recreational use alongside a sustainable fishery
- Conserve the biodiversity of the coastal waters

Berwickshire Marine Reserve is an equal opportunity employer. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Terms of Employment

Outline details of terms of employment are set out below:

- *Contract Type.* 12 month contract, with the intention to extend dependent on performance and funding opportunities.
- *Notice Period.* One month written notice period by employer or employee.
- *Annual Leave.* 25 days holiday plus 9 days flexible public holidays per calendar year (pro rata for part-time contract)
- *Hours of Work.* 37 hours per week; this may include some weekends and evenings (pro rata for part-time contract)
- *Workplace Pension Scheme.* Enrolment in a third party workplace pension scheme.
- *Location.* BMR Office, Eyemouth; with travel within the reserve area and to meetings and conferences on BMR business as required. Flexible working arrangements can be considered but a physical presence in the area will be required for a substantial part of the role.
- *Reporting.* A regular progress report will be prepared for the Board.

- *Training.* Training will be provided as appropriate to the position
- *Appraisals.* An annual professional development appraisal will be undertaken.
- *Expenses.* Approved expenses will be reimbursed each month.
- *Disclosure.* The position holder will be required to complete a disclosure Scotland check.

Interview Date: 1st interviews will be held virtually using Google Meet on the evening of 9 or 10 June, or morning of 11 June. Second interviews will be held in Eyemouth on Saturday 18 June 2022.

Website: www.berwickshiremarinereserve.org.uk

Email: info@berwickshiremarinereserve.org.uk

Phone Number: To discuss the post further please call the Secretary to the Board of Trustees, Susan Gill on 0781585470 or the Chair of the Board of Trustees, Grant Laidlaw on 07814974795 or email us at info@berwickshiremarinereserve.org.uk to arrange a call.