



# New to Nature Placement

## Conservation Assistant

**CLOSING DATE: 12.00pm on Friday 17<sup>th</sup> February 2023**

Scottish Seabird Centre | Charity Registration number SC025837

The Harbour, North Berwick, EH39 4SS

01620 890202 | [info@seabird.org](mailto:info@seabird.org)

[www.seabird.org](http://www.seabird.org)

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## ABOUT NEW TO NATURE

Thank you for your interest in this New to Nature placement.

New to Nature is an exciting programme of paid work placements in nature-focused roles. This is one of 70 roles that will be created across the UK to encourage young and diverse talent into the Natural Environment sector.

**We're particularly interested in receiving applications from young people (aged 18-25) who are from ethnically diverse backgrounds, who are living with a disability or are from low-income households.**

You'll get paid a good wage from a placement that helps the environment, learn loads of skills to boost your CV and get access to a Youth Employment Coach to help you plan your future career. There'll also be opportunities to learn about potential careers in the natural environment, and (should you wish to) connect with the other young people working in New to Nature roles across the country.

This is a unique opportunity to try something new, and to take a first step on a career path where you can make a real difference. The natural environment needs you!

We hope you will join us on this exciting journey!



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## ABOUT

### Scottish Seabird Centre

For over 20 years the Scottish Seabird Centre has been helping people to learn about Scotland's marine wildlife, habitats and iconic seabirds. We're based in North Berwick, which is a coastal town on the edge of the Firth of Forth. This gives us unparalleled access to amazing coastal seascapes and underwater environments. These include the Bass Rock, an island which supports the world's largest colony of Northern gannets.

We use the resources in our 5-star visitor experience, our education and outreach programmes to help people have a fun and informative experience of the marine wildlife and habitats in the local area and around Scotland. These resources include our interactive, live camera feeds from nearby islands, a range of interactive exhibits, STEM (science, technology, engineering and mathematics) workshops for schools, wildlife and school holiday clubs, our popular live science shows and 'Meet the Scientist' events. We also offer wildlife experience boat trips, with local private operators, that help people get up close to nature.

Our conservation team participate in practical projects that help to protect Scotland's internationally important breeding seabird colonies and improve the quality of our coastal and marine environment. This includes working with the local community to undertake tasks like beach cleans and pollution surveys, as well as directly managing habitats on our local seabird islands. We also engage with projects that encourage people to gather data about marine wildlife by participating in citizen science projects.

You can find out more about the Scottish Seabird Centre on our website: [www.seabird.org](http://www.seabird.org), and read more about the conservation work you will be contributing to as part of this role here: <https://www.seabird.org/projects>.

#### Benefits of working with us:

- ✓ Flexible working.
- ✓ Holiday Entitlement of 28 days (inclusive of Bank Holidays).
- ✓ Pension available.
- ✓ Training and support provided.
- ✓ Free access to a range of Scottish visitor attractions with an Association of Scottish Visitor Attractions card.
- ✓ 20% discount in our shop/café and a 10% discount on our boat trips.
- ✓ Free entry to the Discovery Experience, for you and family members (restrictions on numbers apply).



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# RECRUITMENT PROCESS

## APPLICATION

You can apply for this placement via the following link:

[www.surveymonkey.co.uk/r/NTNPlacementApplication22](http://www.surveymonkey.co.uk/r/NTNPlacementApplication22)

This is hosted by Groundwork UK who will check the suitability of applicants, before passing the application on to the placement organisation, who will shortlist applicants to an informal interview process.

Please ensure you carefully select the correct role from the drop-down list, to ensure your details are passed to the correct placement organisation.

If you have any questions about the application form, contact Groundwork UK at:

[newtonature@groundwork.org.uk](mailto:newtonature@groundwork.org.uk)

## INTERVIEWS

We will contact you to let you know whether you have been shortlisted for interview.

We expect to conduct interviews in person on **the week beginning the 6<sup>th</sup> of March 2023**. Online interviews will be considered on request.

If you have any questions about the role or interview process, please contact us at: [info@seabird.org](mailto:info@seabird.org)



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## PLACEMENT DESCRIPTION

<b>Placement title:</b>	Conservation Assistant
<b>Organisation:</b>	Scottish Seabird Centre
<b>Contract type:</b>	12 Months, Fixed term
<b>Number of hours per week:</b>	35 hours per week. Will consider part time role as a reasonable adjustment.
<b>Working pattern:</b>	Monday – Friday, 9am-5pm The option of 1-2 home working days each week might be possible, after the induction period is complete. Occasional weekend working may be required.
<b>Hourly rate of pay:</b>	£10.90
<b>Responsible to:</b>	Conservation Projects Officer
<b>Location:</b>	Scottish Seabird Centre, The Harbour, North Berwick, EH39 4SS
<b>Accessible by public transport:</b>	Good bus and train links to Edinburgh, Musselburgh, Wallyford, Prestonpans, Longniddry, Drem. Some (less frequent) bus connections to Haddington and Dunbar.
<b>Anticipated Start Date:</b>	Monday 17 <sup>th</sup> April 2023

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## ROLE DESCRIPTION

As our Conservation Assistant, you will support the Conservation Officer and the wider conservation team to deliver our practical projects, working to protect Scotland's internationally important breeding seabird colonies and improve the quality of our coastal and marine environment. This will involve working closely with volunteers from a range of backgrounds, coordinating and supporting them to undertake activities like beach cleans, wildlife surveys and practical habitat management tasks.

You will also undertake relevant admin tasks. This will include emailing volunteers, organising events, writing blogs, creating website content and designing social media posts.



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This role is about supporting people to protect, restore and connect with the marine environment. We want to provide knowledge, tools and opportunities to take positive practical actions for the marine wildlife and habitats around us.

With our support and training, you will:

- Organise and lead a variety of beach clean-up events and activities throughout the year, in line with targets agreed with your manager.
- Coordinate our beach clean hub, which provides volunteers with all the equipment and advice they need to undertake self-led community clean-ups.
- Support volunteers surveying whales and dolphins at our WDC Shorewatch site, including organising volunteer socials and being a point of contact for questions and queries (find out more about Shorewatch here: <https://www.seabird.org/projects/wdc-shorewatch-site-north-berwick>).
- Lead inspiring wildlife tours along the local coastline for groups of young people and the general public, highlighting amazing marine wildlife and helping others to build their confidence identifying species.
- Support the Conservation team to deliver a range of broader conservation projects, engagement activities, talks and events.
- Gather data for partnership projects, contributing to wildlife and pollution surveys in line with targets agreed with your manager.
- Create engaging and informative social media/website content.
- Communicate key messages about our work via blogs and video content.
- Assist in developing our conservation offering by creating new activity and project ideas.
- Support the wider team to deliver our education, outreach and visitor experience.
- Work in line with current Health & Safety policies and procedures.

## PERSON SPECIFICATION

- ✓ Has a passion for nature, particularly for marine wildlife and habitats.
- ✓ Has some existing knowledge of the habitats and species found around the Scottish coastline and in Scottish seas (although plenty of time and support will be provided to build your confidence in this area).
- ✓ Has excellent people skills, able to provide a safe, friendly, and supportive environment for the people that you engage with.
- ✓ Is a confident communicator, able to inspire people both in-person and through written communication channels.
- ✓ Has some experience leading events or activities for a group.
- ✓ Is organised with good time management.



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- ✓ Is eager to work hard, learn from others and develop new skills.
- ✓ Is willing to complete relevant checks as part of the Protecting Vulnerable Groups scheme, helping to protect the children and vulnerable adults we work with.

## SUPPORT AND TRAINING OPPORTUNITIES

This placement is part of the national programme - New to Nature - funded by the National Lottery Heritage Fund. This programme includes additional elements of training and personal development support provided by Groundwork UK and partners, as well as on the job training and support from the Scottish Seabird Centre.

The successful candidate will complete an in-depth induction programme with input from The Prince's Trust, along with tailored advice and guidance from a Groundwork Youth Employment Coach during the placement. This may include identification of skills and training opportunities and/or help with your CV and job search skills.

The Scottish Seabird Centre will also be providing support and training for participants, including: First aid training, in-house wildlife ID training and in-house training with our visitor experience and education team. Other training opportunities will be agreed with your manager during your induction, depending on your existing experience.

As part of the New to Nature programme, you will be invited to participate in a learning network. This will create opportunities to take part in different talks, workshops and discussions focused on the environment sector, hosted by Groundwork and our partners.



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