



NORTHWOODS REWILDING SUPPORT OFFICER

Home-based within Scotland

Part-time (22.5 hours per week / 0.6 FTE) / 2-year fixed term

ABOUT US

SCOTLAND: The Big Picture (SBP) is a charity that works to drive the recovery of nature across Scotland through [rewilding](#), in response to the growing climate and biodiversity crises. Our vision is of a vast network of rewilded land and water, where wildlife flourishes and people thrive.

We are a small, friendly, agile and progressive team that works in a spirit of collaboration with many different interest groups to:

- Drive support for rewilding
- Commit more land and water to rewilding
- Return missing species
- Develop rewilding business

Learn more about SBP and the way we work at www.scotlandbigpicture.com.

PURPOSE OF THIS ROLE

SBP's [Northwoods Rewilding Network](#) (NRN) launched in April 2021 and has grown into a diverse community of over 60 medium-sized landholdings, representing a total of 14,000 acres committed to rewilding. Over the next three years we will build on the solid foundations established so far to:

- Grow the network to 120 partners and 40,000 acres.
- Support and enable more rewilding actions by partners.
- Inspire more rewilding outside of the network through its stories and successes.

As the network develops further, so too does the need for strong support, structure and processes to underpin its growth and expansion. This role will work closely with the wider NRN team to ensure the network runs efficiently and effectively to deliver impact for our funders and partners.

KEY LIAISONS

The Northwoods Support Officer will work closely with the Northwoods Rewilding Network Lead and SBP's Head of Projects, and interact daily with other Northwoods roles, our external NRN partners, and members of the wider home-based SBP team.

KEY DUTIES/RESPONSIBILITIES

- Manage, track and organise the information that underpins the NRN, including partner agreements, rewilding plans, webpage records for partners, spending against budget, etc.

- Develop and manage any processes required to improve the efficiency and effectiveness of network administration, in conjunction with the wider NRN team.
- Work with the Northwoods Rewilding Network Lead to establish a plan and process for regular partner communications and coordinate the production of resulting updates/newsletters, etc.
- Support the Northwoods Rewilding Officer in delivering rewilding actions, including funding applications, contractor liaisons, permissions and planning.
- Support with the planning and delivery of network events, including preparation of materials, booking and logistical arrangements, etc.
- Maintain records of information needed for impact reporting, including communications outputs, media coverage, etc.
- General support as required to ensure the NRN functions smoothly to deliver its objectives.

QUALIFICATIONS AND EXPERIENCE

- Education to degree level in ecology/conservation or another subject relevant to rewilding, or an equivalent professional qualification.
- Previous involvement in nature recovery projects, preferably within Scotland.
- Training/qualification in project management and/or experience of project administration.
- Knowledge/understanding of the social, cultural and political context of land use and rewilding in Scotland.
- Experience of working independently/remotely.

KEY SKILLS/ATTRIBUTES

- Excellent organisational, time management and prioritisation skills, with the flexibility to respond to changing needs in a dynamic working environment.
- 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.
- Competent with a range of standard IT applications and able to quickly learn new systems/software.
- Passion for and knowledge of rewilding, ecology and nature restoration.

TERMS AND CONDITIONS

Salary: £15,600-17,400 per annum (0.6 of a £26,000-29,000 full-time salary) depending on experience. Salaries are paid in arrears for each calendar month on the last working day of the 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. Attendance of meetings and events held near Aviemore and in other parts of Scotland will be required periodically. Travel expenses will be paid in accordance with SBP's expenses policy.

Contract: Fixed-term for 2 years, with the potential to extend.

Hours: Working hours are flexible but must equate to a minimum of 22.5 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 charity and the role are met, SBP, where possible, endeavours to meet the flexible working needs of its staff.

Holiday: Full-time allowance of 28 days per annum (so 16.8 days at 0.6 FTE) including public holidays, plus 5 additional office closure days between Christmas and New Year.

Pensions: You may be eligible to be enrolled into SBP's staff pension scheme. Written terms of the scheme are available on request.

Probationary period: 6 months.

Notice Period: 2 months.

Training: SBP is fully committed to personal development and training, and offers staff regular opportunity for both internal and external training.

TO APPLY

Please submit your CV and a one-page covering letter detailing how your skills and experience equip you to support the expansion of our Northwoods Rewilding Network. If applicable, please include any current notice period obligations.

Applications should be sent to **Hayley Gray, Head of Projects** (hayley@scotlandbigpicture.com) by 5pm on **13 October 2023**. Any initial questions/enquiries should be directed 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.