



## Role profile

### Sustainability and Assets Officer

<b>Job title:</b>	Sustainability and Assets Officer
<b>Location:</b>	Scottish Seabird Centre, The Harbour, North Berwick / Homeworking (Hybrid model)
<b>Reports to:</b>	Chief Operating Officer
<b>Salary:</b>	£27,600 per annum
<b>Term:</b>	18 months (with possibility of extension)
<b>Working pattern:</b>	Full-time, 37.5 hours per week Occasional evening / weekend work may be required

#### Job Description

Recruitment to this post is made possible with **The National Lottery Heritage Fund**. Thanks to National Lottery players, we have been able to work towards a resilient future: for people, nature and our charity.

The Sustainability and Assets Officer will work with the Senior Management Team to develop a sustainability plan for the Charity which improves our energy efficiency, reduces operating costs and enhances our green credentials. The postholder will also support the development of our assets' maintenance register and renewal plan, helping to identify funding opportunities to replace priority assets and supporting aspects of project delivery.

#### Principal duties

##### Person specification

1. Lead the development of a sustainability action plan (scope 1 + 2 emission reductions) as the first step towards the production of a net zero plan (all scope reductions and offset) for our Charity.
2. Identify and implement improvements in our data collection and reporting of our sustainability performance (KPIs).
3. Support the organisation of sustainability team meetings to enhance the team culture and secure buy-in and implementation of agreed green actions at the individual team level.

4. Contribute to the actions required and compilation of supporting evidence to support our submissions for Visit Scotland award status and Green Tourism Award; ensuring that the steps we take increase accessibility and inclusiveness.
5. Support the development of our asset maintenance plan and take the lead in securing quotes/estimates for sustainability and asset priority replacements.
6. Work with our Fundraising and Business Support Team to map and apply for funding opportunities to progress asset replacements.
7. Support the project management for agreed asset replacement / system testing. Co-ordinate the phasing and installation in ways which minimise impact on the delivery of our charitable activities.
8. Produce resources about our sustainability actions which can be used as case studies within the community (of interest and place) through our e-member's newsletter and digital media platforms.
9. Contribute to the implementation and reporting requirements for our annual activity plan and input to forward planning sessions.
10. Develop your networks and undertake professional development so that you are well-versed on best practice in the industry.
11. Comply with all Scottish Seabird Centre policies and practices for a safe and healthy working environment and fundraising regulation and data protection (GDPR) practices.

### **Essential skills and experience**

- Experience of developing a sustainability (or net zero plan) for an organisation.
- An understanding of facilities management, including project management of asset replacements.
- Organised with an ability to take initiative and prioritise your work.
- Ability to identify evidence needs, to gather and analyse this to inform performance.
- Engaging and effective communicator (oral and written).
- A team player willing to be flexible and responsive to the needs of the day.
- Calm approach with evidence of problem-solving abilities.
- Proficient in the use of Microsoft Office packages.
- Awareness of Health and Safety responsibilities at an individual and organisational level.

### **Desirable requirements**

- Experience of managing renewable energy / energy efficiency installations.
- Interest in marine and coastal wildlife, habitats and ecosystems.

### **Scottish Seabird Centre values**

Our values underpin everything we do. We take pride in bringing these to life in all that we do. We are:

- PASSIONATE about Scotland's coastal and marine environment.
- INSPIRE others to explore and care for Scotland's coastal and marine environment.
- INNOVATE with the approaches we use to engage with people.
- COLLABORATE with local and national partners to convey the importance of Scotland's marine environment.
- INFORMED about the current health of Scotland's marine wildlife and habitats and the actions required to protect it.
- TRUSTWORTHY providing reliable information and acting with integrity and without bias.

**Performance:** To be measured against clearly defined measurable and challenging goals.

### **Benefits**

- Working for a successful conservation and education charity in a stunning location.
- Pension available.
- Training and development for everyone.
- Flexible working patterns and locations in line with business needs.
- 20% discount in the Centre's Gift Shop and Seabird Café.
- 10% discount on the Seabird Centre boat trips.
- Free entry to the Discovery Experience, for you and family members (restrictions on numbers apply).
- Free access to a range of Scottish visitor attractions with an Association of Scottish Visitor Attractions card.
- Free access/ special offers for a range of East Lothian attractions with an East Lothian Tourism Attraction Group card.

**Applications:** To apply please send a covering letter and a tailored CV that demonstrates how your skills and experience relate to the key activities and skills outlined in this role profile to [info@seabird.org](mailto:info@seabird.org) by 5pm on the 11 April 2024.

**Internal applicants:** Please note that this is a secondment opportunity for existing employees.