



## Project Coordinator – Job Description

**Hours:** equivalent to 0.5 FTE, flexible working as standard

**Salary:** £24,000 per annum (pro-rata)

**Location:** Remote, working from home, Scotland-based.

The Highlands & Islands Environment Foundation ([HIEF](#)) channels funds to the most innovative and impactful community-led projects to protect and restore nature in the Scottish highlands and islands. HIEF is affiliated to the [Conservation Collective](#), a global network of local, place-based environmental charities that leverage funding, expertise, and contacts to enable grassroots projects to amplify their environmental impact.

HIEF delivers tangible, nature-based solutions by funding local, community-led projects including native oyster restoration, whale and dolphin research, beach cleans and marine plastic recycling, farmer clusters, protecting and restoring Scotland's temperate rainforest and many more!

Since our launch in October 2020, we have supported a total of 40 community-led projects awarding almost £500,000 in grants. You can see all our projects to date [here](#).

In 2024, we plan to increase the number of projects we support, so we are recruiting a part-time Project Coordinator to help scale-up our impact.

We are seeking a self-motivated, organised individual with a passion for the environmental sector. The person needs to be able to work well in a small team, primarily remotely. There is potential for the role to grow as the charity grows.

### The two key objectives of this role are:

1. To lead on improving awareness of our work and the impact of those we fund through both social media and traditional comms channels; and
2. To actively look for new projects by initiating contact with communities in the highlands and islands. This will involve being aware of what the key issues are locally.

It is expected that 30-50% of the working time will involve travelling to meet with communities we currently support or hope to support, organising knowledge sharing and inspirational events.

### Working closely with the Executive Director, key activities will include:

- Prospect research (identifying suitable potential groups and projects for HIEF to support).
- Raising awareness of and support for HIEF through marketing and communications (content creation and posting for HIEF website, email newsletter, social media).
- Organising fundraising and inspirational/educational events.
- All aspects of the grant making process (identifying new prospects, application support, review, decision-making, monitoring impact).
- General administration support, eg maintaining accurate database records, responding to enquiries, etc.

### The person for this job will:

- Have excellent organisational and communication skills with attention to detail.
- Be self-motivated and able to work well remotely.
- Be able to represent HIEF at meetings and events.
- Be comfortable with using (or learning to use) MS Office suite, Canva, WordPress, Mailchimp, Salesforce, and social media.

**Apply by 9am, Monday 15<sup>th</sup> April 2024** by sending a CV and covering letter to Sally McNaught: [sally@hief.scot](mailto:sally@hief.scot)

*Note: 1<sup>st</sup> Interviews (online) Wednesday 24<sup>th</sup> or Thursday 25<sup>th</sup> April; 2<sup>nd</sup> interviews (in person) Monday 29<sup>th</sup> April*

Highlands & Islands Environment Foundation (HIEF)

