



Marine Project Officer (Part Time / Fixed Term)

Role: Marine Project Officer

Employment status: Fixed Term Contract on a self-employed basis.

Engagement term & scope: 16weeks @ appx 10-12hrs per week

Hourly rate: £20-£25 per hour dependent on experience.

Date of commencement: ASAP To be agreed

Role Location: Remote within 50miles of Dornie, IV40 8.

About the role: Dornie Moorings Association (DMA) is seeking a part-time Marine Project Officer preferably with experience in completing and managing marine licence applications (incl Crown Estate, Marine Scotland etc).

About Dornie Moorings Association: Dornie Moorings Association is a not-for-profit community-led organisation focussed on bringing safe access to the water in Dornie village, promoting waterborne tourism in the local area & using profits to support the regeneration of Dornie and the local area.

Our current focus is a project to raise funds to enable DMA to install a Pontoon in Loch Long & Moorings in Totaig Bay & Loch Long.

Role Overview & Responsibilities

Reporting to the Joint Chairs, the role is a self-employed position working approximately 10-12 hours per week for appx 16 weeks on a fixed-term contract basis, commencing September 24.

Hours per week and term of engagement are negotiable with the potential role holder and the term can be extended depending on performance and project requirements.

The role will:

- Be responsible for researching, completing and submitting marine licence applications.
- Be responsible for understanding the licencing requirements and developing a project plan to comply with and deliver the licence requirements.
- Be responsible for liaising with advisory bodies such as Nature Scotland and Historic Scotland
- Work closely with DMA's committee, Fund Raising Consultant and Project Administrator to update DMA's funding plan.
- Deliver 2 weekly updates to DMA committee on progress.

Experience & Skills

It would be an advantage, but not critical, that the role holder has experience in completing and managing marine licence applications, marine development and project management skills.

The role also will require strong self-discipline an ability to work on your own initiative; good organisational skills, motivation and enthusiasm for the post and role.

Additionally, they should have a good level of understanding of microsoft office or equivalent, the ability to use the internet for research, the ability to work occasional evenings and possess a full car driving licence with access to a vehicle.

Role location: The majority of the role can be carried out remotely, therefor the role holder must have a good broadband service of 10mbps or above. DMA will require the role holder to visit Dornie on occasion, therefore a location not more than 50miles / 1.5 hours from Dornie is preferred.