

## Coastal Communities Network Coordinator



### About CCN

The [Coastal Communities Network](#) (or CCN) launched in 2017 with support from NGO [Fauna & Flora](#), as a platform to bring together community organisations dedicated to safeguarding Scotland's coastal and marine environments. CCN has since grown from its eight founding members into a diverse network of over 35 Scottish community-led groups, ranging from informal volunteer-run groups to larger, charitable organisations, all united by a shared sense of accountability to their community and commitment to marine and coastal protection and restoration. CCN and its members have been a driving force behind remarkable achievements for the nature of Scotland's coastal areas. Together, members work on a wide range of marine and coastal topics, including marine management, community-led restoration, marine litter and pollution and industrial impact.

CCN's mission is to connect and strengthen community-led efforts to protect, restore, and sustainably use coastal & marine resources for the benefit of nature, people, and climate. Our aims are to support local action to protect and restore marine and coastal biodiversity; build capacity for community participation and leadership in marine management, and advocate for a community voice in decision-making for the marine environment.

2025 marked a pivotal point for CCN as, following a collective decision by members, it became an independent Scottish Charitable Incorporated Organisation (SCIO). This exciting development sees us now transitioning into employing our own staff and developing our strategy, as we continue to support an increasing interest from communities.

### About the Role

This is a unique opportunity to support the effective coordination of CCN, and support CCN's members to shape the development of the newly independent organisation. With the role previously being hosted by Fauna and Flora, from August 2026 onwards the Coordinator will be the first direct employee of CCN. With the direction and mentorship of the board of trustees, and ongoing

mentoring support from Fauna & Flora, this role suits an individual who is excited by the prospect of working independently, with a passion to facilitate the member groups' visions for nature across Scotland's coasts and seas. The ideal candidate will have excellent organisational and communication skills, with the ability to coordinate communications across a large and disparate group. You will have good knowledge of the Scottish marine environment and current marine and coastal issues, and a strong commitment to the rights of communities in marine conservation. You will be able to seek out and harness the views and contributions of others, and to work sensitively and constructively with a range of stakeholders.

**This role is not eligible for sponsorship of a Skilled Worker Visa and candidates must have pre-existing Right to Work in the UK.**

**Job title:** Coastal Communities Network Coordinator

**Reports to:** CCN Board of Trustees

### **Job Purpose**

To ensure dedicated support to the Coastal Communities Network (CCN) and its constituent members, and undertake delivery of specific actions identified by the board of trustees. The Coordinator will work closely with the board and membership to support CCN's wider governance and development, coordinate communication between members, and onboard new members as per the formal consultation process. The Coordinator will have responsibility for managing CCN's website, organising events, administration, communications and representation of CCN. The Coordinator will also be responsible for liaising with and maintaining relationships with agreed stakeholders, delivery of specific project activities, inputting into funding applications and reports, and tracking of grant outcomes.

### **Key responsibilities**

#### **Coordination and membership support**

- Develop communication, collaboration and learning between CCN members, by organising and enabling different types of communications. These include online topic forums; all-network meetings; occasional additional online or in-person events, and, where appropriate, peer-to-peer knowledge exchanges
- Coordinate meetings and action from the CCN Forums and all-network meetings
- Manage the formal consultation process to enable new members to join
- Lead the organisation of a regular in-person members' gathering event
- Manage day-to-day communications and enquiries from the membership and other stakeholders, acting as the key contact for the organisation
- Support members to actively share their knowledge and experience with their peers across the network in the most appropriate way (e.g. written content, verbal presentations, workshops and events)

- Co-design and facilitate the Scottish Seagrass Collaborative's quarterly online events alongside the other partners
- Where appropriate, referring members to external organisations offering support

### **Communications and representation**

- Proactively maintain ongoing relationships and establish regular communications with the board of trustees, CCN members, Friends of CCN, and other relevant stakeholders including Government agencies, NGOs and MSPs.
- Produce the regular CCN e-bulletin and e-newsletter
- Maintain the CCN website, and develop this in line with priorities identified by the board
- Maintain CCN's social media accounts
- Where requested, represent CCN externally in forums and steering groups on behalf of its members
- Liaise with key CCN partners and other stakeholders, including organisation of and/or attendance at meetings, or relevant stakeholder groups
- Occasionally produce articles about CCN and its work
- Communicate the work of CCN by attending events, giving talks and other outreach opportunities where appropriate

### **Project and strategy delivery**

- Alongside the board and membership, develop and review CCN's 2026-2030 strategy and implementation plan, coordinating and tracking progress and producing the annual report
- Delivery of specific project activities as per CCN's grant requirements, such as arranging events, facilitating workshops, producing publications and reporting
- Track the delivery of project activities and grant outcomes, monitoring progress and reporting requirements
- Work with the board to input on funding research and applications, grant management and reporting

### **Administration and Governance support**

- Report to the board on a regular basis prior to and during online board meetings
- Support the coordination of quarterly board meetings, including preparing agendas and tracking action points, and ensure onward communication to all CCN members
- Take forward specific actions on behalf of the board within agreed timescales
- Management of CCN's files and systems
- Day-to-day budget management, tracking of expenditure, and reporting to the board as required, following organisational policies and procedures
- Supporting CCN's ongoing governance and organisational development through engagement with CCN's partnership with Fauna & Flora

- Contribute to any remaining administrative or organisational aspects required as a result of the transition to independence

**Other Duties**

- Where required, represent CCN within Scotland, and possibly the UK, which may require travel including overnight stays
- Undertake any other activities that you may, from time-to-time, be asked to perform by the board, commensurate with your skills and experience

**Person Specification**

<p><b>Knowledge, experience and skills</b></p>	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>● Excellent communication and presentation skills (written and verbal) to a range of audiences, including communicating technical information effectively to a non-technical audiences</li> <li>● Ability to prioritise and manage time effectively and independently</li> <li>● Meeting, workshop or group facilitation skills</li> <li>● Experience of organising and delivering events, both virtual and in-person</li> <li>● Proven ability to develop and maintain effective working relationships with a diverse range of people and organisations, such as government, NGOs, community groups and individuals</li> <li>● Strong administrative skills, including meeting arrangement and reporting</li> <li>● Experience of coordinating communication remotely across a disparate group</li> <li>● Experience of liaising with a range of partners and stakeholders</li> <li>● Good knowledge of the Scottish marine and coastal environment and current biodiversity &amp; conservation issues</li> <li>● Knowledge of the community sector and/or of community-based</li> </ul>	<p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>● Website development and maintenance</li> <li>● Advocacy and/or Policy work, e.g. representations, consultation responses, policy briefs</li> <li>● Managing social media accounts</li> <li>● Experience of providing support to a steering group, board, committee or similar</li> </ul>
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	<p>conservation projects or groups</p> <ul style="list-style-type: none"> <li>● Experience in developing communication materials for a range of audiences</li> </ul>	
Values and Approach	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>● Commitment to CCN’s mission, vision and values</li> <li>● Confident and comfortable working independently, managing own workload and using own initiative</li> <li>● Able to build relationships with diverse groups in a sensitive way</li> <li>● Supporter of community leadership of nature efforts</li> <li>● Desire to champion the rights of communities in marine conservation</li> <li>● Ability to listen, encourage and facilitate collaborative decision-making from groups, rather than to lead with personal priorities</li> </ul>	<p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>● Open to learning and ongoing development</li> </ul>
Other	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>● Pre-existing right to work in the UK</li> <li>● Based in Scotland</li> </ul>	<p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>● Willingness and ability to undertake Scotland-wide, and possibly wider UK travel, when required</li> </ul>

We welcome applicants who may not possess all the essential criteria but who are passionate and believe they would be a strong fit for the role. Note that possessing a university degree is not required for this role.

### CCN Values

Values underpin who we are and how we act. CCN’s members, board and staff exemplify our shared values:

- We are community-led
- We are rooted in place
- We work towards change
- We are collaborative
- We are inclusive

CCN are committed to the safety and wellbeing of all those who engage with us. Whilst this role does not currently require an enhanced disclosure, this may be subject to change in the future. Staff are required to abide by the CCN Code of Conduct and safeguarding policy.

## Terms and Conditions

**Start Date:** August 2026

**Duration of Contract:** 3 year fixed term contract, with potential for extension subject to funding

**Gross Salary:** £36,000 per annum

**Location:** Flexible within Scotland - home working or option to work within a local workspace, to be agreed with the successful candidate – with occasional travel within Scotland

### Benefits:

- 25 working days' annual holiday entitlement plus Public Holidays and any normal working days that fall between 24 December to 1 January inclusive
- A pension contribution of 5% of salary
- A work laptop & support for other equipment costs

**Hours of Work:** This is a full-time position, working 35 hours per week, Monday to Friday inclusive, with flexibility possible as per agreement between the successful candidate and the board

## How to apply

Applications should consist of the following:

- Covering letter explaining why you are applying, relating your experience and skills to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

We encourage you to structure your cover letter around the Essential and Desirable Criteria within the person specification, using brief examples from your experience to demonstrate how you meet them. The recruitment panel will assess and score your responses on a scale from 0 (no evidence of skill or experience) to 3 (strong, detailed example demonstrating excellent capability). The more criteria you meet, the higher your score will be.

Applications should be submitted electronically to [recruitment@communitiesforseas.scot](mailto:recruitment@communitiesforseas.scot).

Please mark your application 'CCN Coordinator\_Your name' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is 17th June 2026. Interviews are likely to take place the week of 6th July 2026 on Zoom.

No agencies please.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

**Equality and diversity**

Being a collaborative network whose decisions are made by its members, ensuring that everyone feels included and on an equal footing lies at the heart of us operating effectively. We recognise, however, the lack of diversity in the nature sector, so need to work to address this. People of colour, disabled people, and young people are currently underrepresented across the environment, climate, and conservation sector. If you identify as a person of colour, disabled, a young person, or someone coming from a lower socio-economic background, we are particularly interested in receiving your application. Contact us to discuss any additional support you may need to complete your application, including requirements for reasonable adjustments.

CCN values diversity and is committed to equality of opportunity.

**For an informal conversation about the role please contact: [recruitment@communitiesforseas.scot](mailto:recruitment@communitiesforseas.scot).**