



# Sunart Rainforest Project Coordinator Job Description

**Fixed term Post to end March 2026**

**Closing Date for applications - 21<sup>st</sup> May**

**Interviews for selected applicants - 27<sup>th</sup> May**

The Sunart Community Company is the lead partner in the Sunart Rainforest project which brings together landowners from the north shore of Loch Sunart across to Loch Shiel to undertake a detailed analysis of the temperate rainforest and neighbouring hill land. As owners of the Longrigg Community Woodland we are keen to assist in this project.

The project is supported by funding from Nature Scot (Nature Restoration Fund), Forestry & Land Scotland, Woodland Trust Scotland and the Scottish Governments Rural Payments and Inspections Division and will run to the end of March 2026. Utilising contractors and subcontractors we will coordinate 9 months of research and endeavour to develop a collaborative approach to land and woodland management across the area by March 2026. This will facilitate individual landowners with accessing further grant funding towards their individual plans.

## **BACKGROUND**

The Sunart Community Company seeks to appoint a project coordinator as a paid employee (job share considered) for a period of 43 weeks who will administer the project, help process tenders for contracted out work, make claims to draw down the funding but above all coordinate the meetings of the Sunart Rainforest Working Group (WG) and ensure good communication with all stakeholders and the wider community. The group will shortly appoint a Chair and Vice Chair who will guide the work of the Coordinator.

Brambletree Management has been commissioned to provide specialist advice and help write up planning documents, so the job will also involve regular liaison with lead consultant Bruce Taylor.

Social media support for the Working Group is provided by Becky Drinkwater, but this does not include the liaison work required of the job. The Directors of the Sunart Community Company will process payments.

## **JOB DESCRIPTION**

<b>Line Manager:</b>	SCC Director responsible for the Rainforest Project
<b>Key Reports:</b>	a) Chair / Vice Chair of Sunart Rainforest Working Group b) Bruce Taylor (Brambletree Management) who provides the technical expertise to manage the project.
<b>Work Hours :</b>	This is a flexible, part-time role with guaranteed payment for 9 hours per week.
<b>Hourly Rate:</b>	£16 per hour

<b>Monthly (Gross)</b>	£624 per month (Gr.)
<b>Location:</b>	Work from home, travelling to community meetings and meeting partners on site as required.
<b>Contract Duration:</b>	Fixed Term until the end of March 2026
<b>Payment:</b>	By BACS transfer within one week of invoice
<b>Expenses:</b>	45p per mile can be claimed for Working Group and stakeholder meetings.

**Possible Job Share:** *We are aware that the job has two main roles; administering the grant paperwork and providing a secretariat to the Working Group (largely administrative), and also, one of community engagement and publicity, and communicating with stakeholders, landowners and contractors. Accordingly we will consider a job share for applicants who are comfortable with one aspect of the role but not the other. Any eventual decision will be based on the range of applicants received.*

**Purpose of the Contract:**

The purpose of the contract is to assist the volunteers on the Working Group to complete the Sunart Rainforest Project, providing a focal point for communications with partners. You will be responsible for ensuring effective communication between key stakeholders, coordinating landowner liaison, and processing associated grant paperwork.

The Sunart Rainforest Coordinator/s will:

**Administration**

1. Organise the meetings of the WG ensuring agendas, reports, minutes are circulated in a timely manner. (Estimate 5 or 6 meetings to end of March)
2. Assist Brambletree Management and SCC with advertising and processing tenders and enabling the WG to input into contractor decisions.
3. Liaise with the SCC Treasurer to ensure Project Progress Reports are completed for the funders and Grant Claims submitted in a timely manner alongside proof of expenditure and evidence of match funding (in kind or actual).
4. Work from home and on-site. A laptop and mobile phone can be provided if required.

**Community Engagement**

5. To engage with all partners (funders and landowners) but also other stakeholders with an interest in the project.
6. To coordinate Rapid Rainforest Assessment Training sessions locally (using specialist trainer) to enable community members/local landowners to participate in assessment work.
7. To organise community engagement sessions locally to enable local residents and business owners to understand and support the project.
8. To liaise with the WG and partners to issue publicity about the project, progress and project conclusions. (Social Media to be coordinated with SCC Administrator, Becky Drinkwater).

9. Occasionally attend SCC Board meetings to provide a verbal project update (if an associated Board Director is unavailable).

**Person Specification**

<b>Essential</b>	<b>Desirable</b>
<ol style="list-style-type: none"> <li>1. Familiarity with MS Word &amp; Excel &amp; Zoom.</li> <li>2. Ability to take and write up minutes at meetings.</li> <li>3. Access to a vehicle to attend meetings or occasional site visits</li> <li>4. Good written and verbal skills – comfortable with speaking to groups of people. E.g. village hall meetings / training.</li> <li>5. Familiarity with the West Lochaber Sunart area</li> <li>6. Ability to work without close supervision, and to use own initiative.</li> <li>7. Able to attend evening meetings in person or on Zoom.</li> </ol>	<ol style="list-style-type: none"> <li>a) Experience of tendering or assessing tenders for work</li> <li>b) Some understanding of local land management issues e.g. forestry, deer management, grazing, farming</li> <li>c) An interest in ecology / biodiversity</li> </ol>

**To apply:**

Please send an email to Becky Drinkwater at [enquiries@sunartcommunitycompany.co.uk](mailto:enquiries@sunartcommunitycompany.co.uk)

**Closing Date for applications 5pm on Wednesday 21st May**

Interviews: 27th May (venue tbc – likely Strontian or via Zoom)

Please provide a CV and covering letter indicating why you are interested in the post and indicating any experience relevant to the job and when you can begin work. (Immediate start available). If you only wish to be considered for part of the work (obviously with reduced hours) please indicate your area of interest.

Thank you for your consideration.

***The project is supported by funding from Nature Scot (Nature Restoration Fund), Forestry & Land Scotland, Woodland Trust Scotland and the Scottish Governments Rural Payments and Inspections Division***

