

## **Project Officer**

**The Association for Coastal Ecosystem Services (ACES)**

**Remote working with travel to Kenya and occasional work days in Edinburgh**

**Paid • Part or Full Time • Fixed Term Contract**

**[www.aces-org.co.uk](http://www.aces-org.co.uk)**

**Post title:** Project Officer

**Responsible to:** Director

**Responsible for:** Supporting the delivery of the Kenyan seagrass biodiversity project

**Status:** 0.8 or 1 FTE (to be decided by candidate)

**Duration:** 19 month fixed term contract

**Salary:** £28,000 (based on 1 FTE)

**Based at:** The Project Officer will be a remote/home worker for the majority of the contract, although some time (approximately 1-2 weeks) will be spent in Kenya. Occasional work days in Edinburgh will be required; the frequency of these are flexible dependent on the candidate's location. The successful candidate should be based in the UK for at least 26 weeks of any calendar year.

### **Project overview**

The Vanga seagrass project will incorporate seagrass protection into the certification of the Vanga Blue Forest project, likely under Plan Vivo's 'PV Nature' biodiversity offsetting certification. This will formalise existing seagrass protection currently funded by donations. It will be a collaboration between ACES, Vanga Blue Forest CBO, Edinburgh Napier University and Kenya Marine and Fisheries Research Institute (KMFRI). This will be one of the first projects to be certified under the PV Nature standard, and one of the first seagrass projects to be certified under any standard worldwide. It therefore has the potential to set a precedent for how seagrass can be protected under certified frameworks without a reliance on carbon financing.

### **Purpose of the job**

The successful candidate will work with the Director, and with the guidance of the Board of Trustees, to successfully deliver the Kenya seagrass project.

You will work with the community group in Kenya to guide the development of the project to achieve certification, working with project and external partners including KMFRI, Vanga Blue Forest CBO and Plan Vivo Foundation where appropriate. Where appropriate and necessary you will contribute to project development overseas, including communication with local community members to aid understanding of biodiversity certification. You will lead on the development of the project Idea Note (PIN) and Project Design Documents (PDD) for the project, with input from colleagues and partners; this will include leading on communicating technical elements of the biodiversity standard to project partners. You will contribute to reporting to and liaising with funders

to communicate project progress. You will lead on communication outputs from the project, including to funders, donors, potential clients, project partners and other project developers/NGOs. You may be asked to present the project at events including conferences or webinars.

### **Who we are looking for**

This role will be part of a small team. You will be working under the guidance of the Director, with strategic direction from the Board of Trustees and input from project partners. Given this, the ideal candidate is someone who is able to work independently and who is self-motivated, who is able to use their initiative and judgement. We are looking for a candidate with the confidence and ability to work effectively with people from a variety of cultural backgrounds, and to work and live in these cultural settings for periods of time. Strong communication skills when communicating with and to diverse audiences is essential. The ideal candidate will be focused on achieving objectives within specified timeframes, with the flexibility to adapt to and manage changing circumstances. An ability to understand and communicate complex technical information is essential.

We are looking for a candidate with a background and strong interest in a scientific field, preferably marine and coastal protection and restoration, and a good understanding of blue carbon ecosystems and the benefits that they provide to the environment and people. You will have strong writing skills and the ability to identify and understand technical information.

### **Main Duties & Responsibilities**

As part of your role your responsibilities will include but are not limited to:

- Lead on the development of the Project Idea Note and Project Design Document to be submitted to the Plan Vivo Foundation, this will be one of the first of its kind to be developed under Plan Vivo's new 'PV Nature' standard for seagrass in Kenya
- Undertake travel to Kenya to support project development (approx.. 1-2 weeks total travel time necessary)
- Contribute, where necessary and appropriate, to project development activities in-country
- Act as lead for technical aspects of the projects including data analysis, restoration planning and production of scientific outputs, in collaboration with scientific and technical partners
- Liaise with Plan Vivo to ensure compliance with the standard(s)
- Contributing to reports to funders, including providing progress updates, consistent with deadlines
- Lead on developing and sharing communication materials for online use to disseminate project activities to various audiences
- Present projects as required at conferences, webinars and other platforms

**How to apply**

To apply, please submit a CV and a cover letter of 1-2 pages to [robyn@aces-org.co.uk](mailto:robyn@aces-org.co.uk). Please tell us how your skills and experience relate to the Job Spec and make you a suitable candidate for this role. Please send this to us by midnight on 24th March 2024. Interviews will be held in early to mid April, and we hope that the successful candidate can start with us in early May.

We look forward to hearing from you!