# JOB DESCRIPTION
## Dune Resilience Project Coordinator - temporary part time post
## 20 days @ £120 per day
**to be worked flexibly on a self employed basis between 1 Aug – 31 Dec 2025 (5 months)**
**Further work may be available from Jan 26 if funding is available**

**Nairn Improvement Community Enterprise** (NICE) is an independent member led community development trust and registered charity which was incorporated in 2010 to:

***'promote the improvement and regeneration of the town of Nairn and its surrounding areas for the benefit of the Community and the maintenance and improvement of the physical, social and economic infrastructure of the Community , following the principles of sustainable development.'***

**In 2015** NICE facilitated community consultation to develop **Nairn's Town Centre Plan**
**In 2018** NICE worked closely with the Highland Council and Association of Nairn Businesses to set up **Nairn BID(Business Improvement District**), currently focussed on supporting our town centre and tourist facing businesses.
**In 2024** after a year of intensive public consultation, NICE as 'lead community body' brought together, with support from Highland Council and Planning Aid Scotland, the views of local community groups, residents, employers, and others with interest in the area, to publish **'Our Nairnshire' community led Local Place Plan.** This sets out how local people want local land and buildings to be managed and developed in the future.
5 priorities for action emerged – **Sustainable Future, Jobs and Business, Getting Around, Towns and Village Centres, Green Spaces and Leisure.** The first and last themes are particularly relevant to this project which will be carried out on and adjacent to Nairn Common Good land.

**Dune Resilience Project Aims (see Briefing Sheet for more information)**

1. Improved dune resilience as a natural barrier to storm surges and high tides due to sea level rise caused by climate change
2. Reduce coastal erosion along Nairn's Central Beach (from 'groyne' behind Strathnairn Cafe to Sanddancer restaurant)
3. Removal of invasive species, restoring of dune habitat and environment for the endangered Small Blue Butterfly to thrive
4. A collaborative community project, engaging volunteers and community councils and other local interest groups in collective action.

**Key Project Activities**

- A project coordinator will be employed by NICE and will work closely with a number of local organisations including Highlands & Islands Climate Hub, Green Hive, Nairn BID, Butterfly Conservation, RSPB and local community councils and be supported by a working group of key stakeholders
- The planting of marram grass to strengthen the dune system and removal of scrub/invasive species to build coastal resilience as identified by the Highland Council commissioned 'Dynamic Adaptive Pathways' report on coastal erosion for Nairn. This report outlines the need to build dune resilience to reduce coastal erosion on Nairn's central beach (identified in the report as Nairn West Beach)
- A fence barrier will be erected around the planted marram grass to ensure the newly planted grass establishes itself without human footfall.
- The project coordinator will work with community volunteers, project partners and local interest groups, including schools, across several sessions to achieve project outcomes including to communicate, educate and raise awareness with volunteers, the wider community and visitors of why coastal resilience is necessary.
- Local training will be conducted on planting marram grass and professional specialists will be required to advise on areas to plant. This will be supported, in part by Highland Council Flood Team

**The Job – NICE Dune Resilience Project Coordinator**

NICE seeks a part time Project Coordinator for immediate start, to coordinate and deliver collaborative community led project work ( as detailed above) in partnership with the Highland Council and other local partners including Nairn BID

Funding is for 20 days of work to be carried out by the coordinator (as a self employed consultant) between August and end December 2025.

This is an opportunity to play a key role in helping Nairnshire communities to meet the challenges of the climate emergency and set the agenda for local community led collaborative action on this key Local Place Plan theme over the next ten years.

We hope that this volunteer supported project will harness some of the energy, intelligence, and creativity of Nairn communities that were so evident in the emergency response to Covid, to forge a sustainable and resilient future for this area.

As other funding comes on stream for community led collaborative work to deliver Our Nairnshire Local Place Plan priorities (particularly under the Sustainable Future theme) we are hopeful that there will be more work available for interested candidates beyond January 2026

The Dune Resilience Project Coordinator will be responsible to the Board of NICE and overseen by a collaborative project working group which will include representatives from the Highland Council, local community bodies and business community (Nairn BID).

Duties will include:

- Working with the NICE Board, the LPP steering group, local community groups and other contracted staff and volunteers to deliver on the 4 project outcomes ( see) in compliance with CLLD funding requirements
- Liaising with Highland Council officers and others to commission specialist contractors to help deliver the coastal resilience work required
- Scheduling, organising and facilitating meetings, public engagement and education events and preparing information materials to raise awareness of this project and its aims
- Recruiting and overseeing volunteers to assist in project activity with support of NICE and other project partners. This will include preparation of risk assessments for key tasks.
- Regular reporting on project progress to NICE Directors and project working group, including agreeing a project plan, with a timeline and risk register.
- Supporting project communications by preparing content for webpages and other social media and liaising with the public to raise awareness of the Dune Resilience project and any

other local climate change responses emerging from it to support the Sustainable Future theme of Our Nairnshire Local Place Plan
- working with NICE directors to explore future business plans and funding opportunities which may develop from this pilot project for local community partners (including feeding into development of a 'Sustainable Nairnshire' strategic plan

**What are we looking for?**

- A 'self starter' who is well organised, who can get things done and is able to take on responsibilities and to work with minimal supervision.
- A people person, with a positive, friendly approach, who can win the trust and engagement of the community, young people, local organisations and businesses and demonstrate an ability to educate and inspire
- The post holder should be familiar with the Nairnshire and Moray Firth Area, should live in or close to the area and show some understanding of the challenges the area faces.
- Should be able to demonstrate experience of working on community projects and partnership working including the management of volunteers
- Should have a strong interest in, and knowledge of (whether through personal studies or work experience) environmental issues and climate change action and also be able to learn quickly on the job about how these topics apply to Nairnshire.
- Should ideally have some prior knowledge of ecological processes and biodiversity
- A knowledge of project management and monitoring and evaluation techniques is desirable, along with some understanding of local government structures, third sector organisations and funding sources
- A good listener who can express themselves clearly and concisely on paper and in speech.
- An ability to set and meet deadlines is important, as is an ability to work flexibly, including some evenings and occasional days at weekends.
- Helpful but not essential to have access to own transport, but also important to show a commitment to active travel and use of public transport where possible as this is a guiding principle of Our Nairnshire Local Place Plan.
- The ability and confidence to liaise professionally with a range of agencies both public and private, and community representatives and build collaborative working relationships

CLLD (Community Led Local Development) Grant funding will support 20 days work for the Project Coordinator paid at £120 per day to be worked flexibly to meet project needs between early August and end December 2025. Notice will be one month, either way. This is a freelance appointment for a self-employed contractor. An office base in Nairn is available.

To initiate and deliver the project within agreed timelines, the majority of project workload (planning, training and practical action) is anticipated between August and October

Candidates should apply online to LPP@nicenairn.org.uk on the application form supplied stating their experience relevant to the job description and explaining why they are interested in this work.

**Deadline for applications is Friday 25th July** at 5pm, with **interviews to be held week beg 4th August.** The successful applicant will start work as soon as possible after that date, subject to references.