



Terms of Reference - Project Scientist

Principle duties and responsibilities

The Project Scientist (PS) is based in a country and is responsible to oversee the delivery of CCC's conservation projects at all project sites in that country. The PS coordinates the delivery of project goals, in collaboration with Head Office staff, and is the key point of contact for project partners in-country. The responsibilities of the PS include the coordination and provision of ongoing training to CCC volunteers and local Scholars in basic tropical ecology, identification skills, surveying techniques and natural resource management, as well as the co-ordination of the survey work undertaken by the team and the planning of long-term survey strategies. In addition to this, the PS is also responsible for data management and report production, maintaining and developing institutional links in country, coordinating the community outreach programme and reporting on scientific activities.

The PS is assisted by a Science Officer (SO) who is appointed for a period of up to 6 months to one project site. Depending on the site, additional staff may also be present to assist with the delivery of conservation projects, including an Education Officer (EO) and Community Liaison Officer (CLO). Prior to and during the expedition, the PS will be in regular contact with the CCC's Head of Science in the UK. The PS will be provided with a 'Science Staff Manual' for reference use throughout the employee's contract.

The position of PS is a minimum six month non-salaried post. The PS will receive no financial remuneration for their services but will receive some benefits in kind (as stated in the employee's contract).

The PS is part of a small team of expedition staff whose aim is to ensure the smooth running of the expedition science, whilst supporting CCC's aims and objectives to provide resources to sustain livelihoods and alleviate poverty through the protection, restoration and management of coral reefs and tropical forests.

The PS will be responsible for the conduction of CCC's conservation programme, which shall include but not be limited to:

- Maintenance and development of institutional links
The PS will meet on a regular basis (minimum monthly) with project partners and representatives from collaborating organisations. The purpose of these meetings will be to keep collaborating partners updated on the achievements of CCC, to keep lines of communication open and to evaluate progress towards conservation goals. The PS will also be required to represent CCC at Technical Committee meetings and any other

meeting or conferences to which CCC are invited. The PS will offer their knowledge and services wherever possible, for example to provide lectures at local schools, colleges and universities or to tutor field staff. The PS will initiate visits to schools and will also offer to give talks and project work to classes.

- **Co-ordination of research**
Field co-ordination of the research programme to monitor marine and terrestrial resources (where applicable). This requires management and guidance of the SO and volunteer teams to meet the objectives of the research programme. The PS is also required to be available for volunteers to ask questions relating to the surveying and to answer these requests to the best of their ability. The PS is responsible for planning long-term research strategies in collaboration with CCC HO science team. Plans should be made for all eventualities such as bad weather and vehicle breakdown, and suitable alternative activities prepared. Survey targets should be set for weekly, monthly and six monthly periods and survey progress fully documented to CCC HO and explained to present volunteers.
- **Delivery of the CCC training programme**
Coordination and teaching of CCC courses in basic tropical terrestrial and marine ecology (where applicable), identification and survey techniques following guidelines laid out by CCC Head Office staff. The PS will contribute to delivering CCC's Skills Development Programme given to all volunteers and local Scholars on arrival (every four weeks), assisted by the SO. Subsequent to the initial science training, the PS will provide further lectures and facilitate discussion groups where necessary regarding issues such as advanced identification, coastal zone management and reef health. The PS is also expected to facilitate local education efforts in any reasonable manner which will enhance the objectives of the project and compliment the surveying programme.
- **Co-ordination of community outreach programme**
The PS is responsible for co-ordinating community outreach efforts in-country. They will be assisted in this by the Education Officer (when present). This will entail maintaining good relations with local communities and schools as well as organising events and activities as appropriate, for example: open days, puppet shows, film showings, presentation of survey reports, attending fiestas etc.
- **Staff management**
The PS is responsible for line-managing the scientific staff in-country, this includes the Science Officer(s) and Education Officer (where present).
- **Management of scientific equipment**
The PS must ensure that the scientific equipment and facilities are well maintained. These include a number of teaching resources (books and slides) and equipment for use on the surveys (such as Global Positioning System, recording forms, ropes and buoys). The PS must also maintain an inventory of the scientific materials and submit requests for re-supplies to maintain the specified level of stocks and anticipate a greater need for stock in busy months.

- Office duties

The PS is responsible for all general administrative work associated with the in-country delivery of project goals, including report writing, correspondence etc. The PS should also manage scientific data entry to ensure quality and accuracy of data and conduct some preliminary analysis of data collected by CCC survey teams. The PS is encouraged to write collaborative papers with CCC HO on work undertaken within the CCC science programme.
- Provision of weekly reports

The PS will be required to provide weekly reports to the Field Base Manager (FBM) and CCC Head Office science staff, summarising the progress of the project including training (if applicable), surveying, scientific findings, community engagement work, project partner liaison and CCC's local Scholarship scheme. Any requests or queries should also be included. At the end of the project the PS will provide CCC with a final report detailing all training, surveying and problems / recommendations / comments.
- Other duties

The PS's responsibilities do not lie solely within the field of science. As a member of expedition staff, the PS is expected to assist the FBM and other staff members in all areas of expedition management.
- Professionalism

As a member of staff, the PS is a representative of CCC and therefore must maintain the highest level of professionalism at all times during the expedition. The PS must support both the FBM's judgement in managing the expedition and CCC's objectives of providing assistance to the host country in the development of resource management initiatives. Any grievances or problems experienced by the PS must be reported immediately and exclusively to the Head of Science and if necessary to the CCC Directors. The PS is directly responsible to the Head of Science.