

Job Description

Title: Fieldwork Manager

Status: Full time

Term: Permanent

Location: A flexible mix of remote and office-based work, alongside fieldwork across Scotland. Office spaces available in Edinburgh, Memus and Inverness. Northern location preferred.

Salary: £37,000+ DOE

About Caledonian Climate

Caledonian Climate Partners (CCP) is dedicated to addressing the climate and nature crisis through the restoration of Scotland's degraded peatlands. Established in 2021, CCP is a fast-growing start-up with an entrepreneurial spirit and exciting future in a sector with significant growth potential.

The team of dedicated professionals is now responsible for the development of more peatland restoration than any other organisation in Scotland. Uniquely, the CCP team is solely focussed on peatlands and provides a full professional services delivery from the initial assessments to managing contractors on the ground, and the long term monitoring and maintenance of restored peatlands – achieved through strong partnerships and engagement with local contractors, planning departments, the community, government bodies, and funding organisations.

Summary:

The Fieldwork Manager plays a crucial role in coordinating and executing fieldwork activities, primarily focused on surveying and monitoring visits. The role includes managing field teams (internal and external), ensuring safety compliance, and overseeing data collection and reporting. The role demands strong project management, a proactive approach to communication and problem-solving skills, along with technical experience in QGIS and a commitment to upholding safety standards in remote locations. Direct contact with CCP clients will be a day-to-day feature of the role, highlighting the need for excellent communication skills. We are looking for an organised, proactive individual who is keen to make a difference.

Key Responsibilities:

- **Safety & Compliance:** Develop and enforce robust risk assessments and method statements for all on-site activities. Ensure the provision and proper use of safety equipment and communication devices on all surveys. Maintain clear safety protocols to continue the provision of an accident free, professional on site service.
- **Fieldwork Coordination:** Plan and execute fieldwork activities, including scheduling, budgeting, resource allocation, and logistics. Continuously reviewing scheduling methods to optimise.
- **Training:** Plan and execute fieldwork training activities. Liaise with PeatlandACTION to secure appropriate funding for training where relevant.
- **Team Management:** Oversee field teams, comprising internal staff and/or freelancers, ensuring clear communication and effective task delegation. Coordinate the effective processing of freelance invoices and confirm that they are invoicing appropriately. Ensure all freelance resource is adequately contracted. Support the development of the freelance community, facilitating timely payment of invoices and identifying training needs that can be supported where possible.

- **Data Management:** Set up survey templates using QGIS, implement data quality control measures, and prepare data for reporting. Continuously seek improvements in data collection and interpretation methodologies.
- **Client Interaction:** Maintain professional and effective communication with landowners and stakeholders, coordinating surveys and addressing any concerns.
- **Problem-Solving:** Exercise high autonomy in troubleshooting field-based issues, including equipment failures, logistical challenges, and safety concerns.
- **Travel:** Undertake frequent travel throughout Scotland, including consecutive overnight stays, to conduct fieldwork activities.
- **Administration and Business Continuity** - Carry out administrative requirements in a timely fashion, including the management of own expenses, timesheets and work programming; Contribute media to enhance the brand image of CCP and develop professional knowledge through diligent research and completion of provided training; Support development of internal procedures and policies to ensure business efficiencies are continuously improving; Any other reasonable requests as necessary to meet business requirements, client expectations and ensure the continued smooth running of the company.

Qualifications & Skills & Experience:

- **Safety-Conscious:** Strong commitment to safety protocols and risk mitigation.
- **Mountain Leader Equivalent or Similar:** Certification demonstrating proficiency in navigating and leading groups in challenging terrain.
- **16-Hour Outdoor First Aid Certificate (Valid):** or equivalent.
- **QGIS Proficiency:** Experience in using QGIS for setting up survey templates and data management.
- **Project Management Skills:** Proven ability to plan, organise, and execute fieldwork projects within budget and timeline constraints. Experience of managing teams on site and remotely is highly desirable for this role.
- **Communication & Interpersonal Skills:** Excellent verbal and written communication skills, capable of building rapport with diverse stakeholders and managing field teams effectively.
- **Problem-Solving & Decision-Making:** Demonstrated ability to analyse situations, identify solutions, and make sound decisions in the field.

Additional Information:

- **Career Development:** Opportunities to expand service offerings and contribute to the company's growth in environmental surveying. Grow and develop the team and build it into a full suite service offering for CCP to charge out.
- **Other Duties:** Flexibility to perform additional tasks as required by the business, including but not limited to duties related to The Peatland Code and Natural Capital.

Benefits include:

- Pension
- Kit Allowance
- Cycle to Work
- Company Bonus Scheme
- Company Life Assurance Scheme

CCP Core Competencies

Teamworking – Demonstrates co-operation and openness with others. Contributes to collective problem solving. Willing to join in. Responds to teamwork. Promotes pride in the workplace.

Innovative thinking – Challenges the status quo to deliver novel techniques and practices into the sector

Business Awareness – Understands how your role relates to overall company objectives and the implications of non-performance. Considerate and effective in the use of Company resources. Shows awareness of broad Company issues and objectives. Supports and endorses all company policies.

Leadership – Positively welcomes responsibility. Self-motivated. Takes ownership of personal goals and objectives. Commits to continually develop professionally.

Developing Others – Willing to help others to learn. Willing to share knowledge and experience.

Customer Focus – Able to identify both internal and external customers and respond to their needs.

Quality Orientation – Demonstrates personal commitment to quality; sets high work standards for self. Consistently achieves quality standards. Wants to do a good job.

Change Management – Accepts change. Adapts and responds positively to change.

Communication – Able to present information on a one-to-one and group basis clearly and concisely. Responds logically and fluently to questions.

Planning and Organising – Organises own day to day activities. Works methodically to meet deadlines. Pays attention to detail.

Relationship Building – Demonstrates a positive approach in their interaction with others and builds quality, trusted relationships over time.

Judgement – Applies common sense and clear thinking in own area on day-to-day problems, especially to reduce idle time and achieve objectives. Seeks advice when unsure.

How to Apply

Feel free to give us a call to discuss the opportunity (Freddie on 07840 998 944). Otherwise, Please attach your covering letter, resume/CV, and any supporting relevant work that might assist your application to freddie@caledonianclimate.com