

Marine Conservation Manager

Thank you for your interest in the above vacancy. Please see below for the job description and person specification for the post.

Applicants must complete all the application papers – **the use of CVs in any way will not be accepted.**

Under the section headed 'Role Requirements' it is essential that applicants clearly demonstrate through the use of examples how they meet the essential and/or desirable criteria required for the post. It is not acceptable to simply restate the criteria. The shortlisting panel will not make assumptions and if applicants do not demonstrate, through examples, how they meet the criteria they will not be shortlisted to the next stage of selection.

Ulster Wildlife reserves the right to interview only those who demonstrate on their application form that they fully meet the essential criteria and desirable criteria. Ulster Wildlife reserves the right to apply additional criteria to facilitate the shortlisting process where necessary.

All applicants will be contacted regarding the outcome of their application. However, regretfully due to limited resources, Ulster Wildlife cannot provide feedback regarding your application.

Completed application and monitoring forms in Microsoft Word format should be returned by email to recruit@ulsterwildlife.org by **12 noon on Wednesday 01 December 2021.**

Interviews will take place on Thursday 16 December 2021.

Ulster Wildlife is only able to accept applications from those individuals who are currently eligible to work in the UK.

Candidates who score above the minimum threshold during a recruitment selection process, but whose scores mean they are ranked lower than other successful candidates, may be kept on a reserve list for similar roles for a period of up to 12 months.

Canvassing will automatically disqualify.

Ulster Wildlife supports the principles of equality of opportunity

Role:	Marine Conservation Manager
Salary:	£31,472 to £34,382. Access to employer's contributory pension scheme - maximum 7% per annum.
Hours:	Full-time hours – 37.5 hours per week.
Location:	Ulster Wildlife Offices, McClelland House, 10 Heron Road, Belfast, BT3 9LE. There will be occasional travel throughout the UK and Ireland. (A combination of office and home-working may be required during the period of Covid-19 restrictions)
Contract:	Permanent. This post is subject to a 6-month probationary period.
Leave:	24 days per annum plus 12 days statutory holidays.
Responsible for:	Marine Conservation Team.
Reporting to:	Director of Nature, Climate & Environment.
Other benefits:	Health cash-back plan, flexi-time system and onsite parking.

OVERVIEW

Ulster Wildlife has a vision for a vibrant, thriving future of the seas that surround us, where the seas have rich biodiversity and provide natural solutions to climate change, as well as supporting sustainable industries and local communities. The Marine Conservation Manager will be a passionate promoter of our vision and share our enthusiasm for the achievement of thriving marine wildlife from the ocean depths to the coastal shallows. The postholder will be responsible for all aspects of the Ulster Wildlife's Marine Conservation work including marine advocacy, conservation and education development and delivery.

DUTIES OF THE POST

1) Development and Implementation of Ulster Wildlife's Marine Conservation Work

- Lead on the implementation of the marine elements of Ulster Wildlife's new Strategy to 2030 in conjunction with the Senior Management Team and Board, and develop the more detailed marine conservation strategy.
- Lead on the development and implementation of the marine conservation work of Ulster Wildlife including marine advocacy, marine conservation projects and training/education/awareness projects relating to the marine environment.
- Lead on any relevant policy, advocacy or consultation work relating to marine conservation.
- Develop and foster collaborations with external organisations that enable wider delivery of marine conservation activities and projects.
- Ensure practical nature conservation delivery and marketing activities are undertaken in an integrated way.
- Represent Ulster Wildlife's views in the media as required.

2) Project Development and Funding

- Identify the areas of development required to progress Ulster Wildlife's marine vision and new corporate strategy in liaison with the Senior Management Team.
- Develop key funding initiatives and applications in liaison with the Senior Management Team.

3) Project Management

- Oversee and manage key marine conservation projects, ensuring delivery on time and within budget.

- Oversee the development and implementation of work plans relating to the marine conservation team (staff and volunteers) or any projects the post manages.
- Ensure the key activities and deliverables of work done are promoted both internally and externally.
- Manage relationships with funders and partners as required.
- Ensure all funding requirements are met including progress reports and claims.

4) Managing People

- To line-manage marine conservation staff - to include participation in recruitment, line management duties, and annual performance review.
- Co-ordinate the production and implementation of relevant staff's monthly and annual work programmes/plans.
- Encourage the development, use and support of volunteers within your area of responsibility and where appropriate directly manage them.
- Ensure your team's Health & Safety requirements are identified and managed appropriately.

ORGANISATION-WIDE RESPONSIBILITIES OF POST

While every member of staff has their own specific tasks and duties to perform on a day to day basis, there are also a number of additional areas of work that you will be expected to take part in for the overall development and delivery of the organisation's aims. These include:

- Participation in the development and implementation of the Ulster Wildlife's overall strategy and operational plan.
- Play a proactive and positive role in Ulster Wildlife's team.
- Develop strategic partnerships with other organisations.
- Support the fundraising activities of the organisation.
- Adhere to the policies and practices of Ulster Wildlife at all times and to respect the policies and practices of project partners.
- Identify and implement Learning & Development processes.
- Co-operate with and support volunteers and where appropriate supervise them.
- Participate in staff meetings.
- Ensure that contact with others is of a style and quality consistent with Ulster Wildlife's ethos.
- Respond to internal and external requests for advice and information

No job description can cover every issue which may arise and subsequently the post-holder may be expected to carry out other duties broadly consistent with those itemised above.

PERSON SPECIFICATION

Essential Criteria

1. A degree or post-graduate-level marine focused qualification and a minimum of 2 years full-time or part-time equivalent relevant experience **OR** 5 years full-time or part-time equivalent relevant experience.
2. Comprehensive knowledge of the Northern Ireland marine environment, wildlife and ecosystems.
3. Comprehensive knowledge of the key marine issues in Northern Ireland, Ireland and the UK.
4. Experience of biological monitoring and gathering and analysing data in the marine environment.
5. Proficient understanding of current Northern Ireland, UK and international policy/legislative frameworks affecting the environment and of political institutions and their operations in Northern Ireland.
6. Experience of line managing staff or volunteers and of developing and leading a team.
7. Experience in managing multiple projects simultaneously including project development and delivery on time and within budget.
8. An ability to communicate effectively, both written and verbally – effective presentation skills, report-writing skills, and the ability to converse with a diverse range of people at all levels.
9. Effective management skills to include the ability to manage and prioritise workloads, meet deadlines, plan and manage budgets and organise meetings and events.
10. Experience in effective partnership co-ordination.

11. High level of computer literacy with a good knowledge of Microsoft Office software.
12. Demonstrable experience of implementing health and safety policies and procedures.
13. Access to transport for business purposes which will enable the fulfilment of the requirements of the post.

Desirable Criteria

- 1) Experience in developing and delivering marine training programmes.
- 2) Experience in securing funding through grant aid/trusts/foundations.
- 3) Experience in the use of Geographic Information System (GIS) Software.
- 4) Experience of diving and snorkelling with a relevant qualification eg CMAS ***, BSAC Dive Leader, PADI DiveMaster or equivalent, Snorkelling Instructor Qualification.
- 5) Certification in training, teaching or mentoring.

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