

Application Guidelines

Northern Ireland Marine Task Force Officer

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 Monday 06 March 2023**. Interviews are provisionally planned for week commencing 20 March 2023.

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.

Ulster Wildlife makes employment decisions based solely on merit however any offer of employment is conditional on the receipt of two satisfactory references, certificates to support stated qualifications, and proof of the right to work in the UK.

Canvassing will automatically disqualify.

Ulster Wildlife supports the principles of equality of opportunity

Job Description

Role:	Northern Ireland Marine Task Force Officer.
Salary:	£29,141– £30,718 plus access to contributory pension scheme to a maximum of 7%.
Location:	This post will involve multi-location working and will be based between the Ulster Wildlife Offices, Heron Road, Belfast and RSPB NI's offices, Belvoir Forest Park, Belfast and will require occasional travel throughout the UK and Ireland. A combination of office and home working will be possible.
Contract:	Three year fixed-term contract but with possibility of extension subject to funding. This post is subject to a 6-month probationary period.
Hours:	37.5 hours per week.
Leave:	24 days per annum plus 12 days statutory holidays.
Reporting to:	Marine Conservation Manager (Ulster Wildlife).
Responsible for:	NIMTF Volunteers as required.
Pre-employment Checks:	Eligibility to work in the UK.
Other Benefits:	Health cash-back plan, flexi-time system and onsite parking.

OVERVIEW

The Northern Ireland Marine Task Force (NIMTF) is a coalition of ten non-Government organisations including RSPB, Ulster Wildlife, Wildfowl and Wetlands Trust, WWF, National Trust, Friends of the Earth, Irish Whale and Dolphin Group, Keep Northern Ireland Beautiful, Marine Conservation Society and Northern Ireland Environment Link, campaigning under the vision for 'healthy, productive and resilient seas around Northern Ireland'.

This is an excellent opportunity for a passionate individual to influence marine nature conservation and the sustainable use of marine resources in Northern Ireland. The Officer will coordinate the work of the NIMTF which provides ecological and policy advice in relation to marine policies including the Marine Act (NI) 2013, the UK Marine Strategy, Maritime Spatial Planning Directive (MSP), UK Fisheries Act, NI Climate Change Act and international ocean governance commitments. They will lead on consultation responses, co-development of NI marine policies (such as the Marine Protected Area strategy, Blue Carbon Action Plan, Elasmobranch Strategy, Seabird Conservation Strategy), stakeholder input to development and delivery of the Offshore Renewable Energy Action Plan, and produce policy briefs and organise events to influence marine protection and planning. Crucially, they will provide a strong and articulate voice to key decision-makers and wider stakeholders, representing NIMTF before external audiences and within NIMTF's network.

You will have a track record of initiating, managing and delivering evidence-based policy and advocacy work. You will have in-depth knowledge and understanding of marine policy issues facing Northern Ireland, Republic of Ireland and the United Kingdom. You will be comfortable working both with coalition partners and independently, delivering on the agreed objectives and strategy.

This post is funded by the Esmée Fairbairn Foundation, and supported by NIMTF's members. The officer is employed by Ulster Wildlife on behalf of the NI Marine Task Force.

DUTIES OF THE POST

1. *Policy and Advocacy*

- Build effective working relationships with relevant existing and potential partners involved in the management and use of the marine environment in Northern Ireland.
- Provide review and technical input into consultations and Government policy development with coalition partners.
- Embed cross-cutting issues in policy development such as climate change, biodiversity objectives and cross-border (North-South, East- West) cooperation.
- Share information on policy developments, interventions and outcomes with NIMTF coalition and create opportunities for upskilling members.
- Articulate the aims and views of NIMTF with a wide range of stakeholders at a range of levels – including ministerial meetings, the NI Assembly, departmental officials, scientists, academics, media, industry representatives and the public.
- Collaborate closely with policy, communication and conservation staff in member organisations to ensure coordinated policy positions and advocacy are aligned.

2. *NIMTF Project Delivery*

- Review and develop NIMTF advocacy and communication strategies in support of NIMTF's objectives.
- Act as a main contact for NIMTF and manage relationships with partners, stakeholders and funders as required.
- Coordinate the NIMTF Working and Steering Groups
- Work with the Marine Conservation Manager to ensure project delivery is on time and within budget, and funder requirements are met.
- Monitor and evaluate the delivery of NIMTF objectives, ensuring the key activities and impacts of the project work are promoted both internally and externally.

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

A candidate **MUST** be able to demonstrate, using examples in the application form, and further demonstrate at an interview, that they are capable of carrying out the responsibilities of the post and meet all the essential criteria and as many as possible of the desirable criteria.

Essential Criteria

1. A degree relevant to the field of marine science, conservation or environmental policy/law and a minimum of 2 years' full-time or part-time equivalent professional experience working on marine conservation or marine policy at national or local level, **OR** a minimum of 5 years' relevant experience.
2. Good knowledge of marine biodiversity, ecosystems, industries and the complexities of key marine policy issues in Northern Ireland, Ireland and the UK.
3. Excellent written and verbal communication skills in English - an ability to communicate complicated messages authoritatively and succinctly to different audiences and through different fora (e.g. policy briefs, presentations, reports, social media etc.).
4. An ability to interpret and analyse technical scientific, social and economic marine and maritime reports or data and apply it to NIMTF's advocacy and communications strategies.
5. Strong networking and team skills appropriate for a multidisciplinary environment.
6. Proven ability to act as an organisational spokesperson and interact effectively with stakeholders, articulating views and agreed policy positions; experience interacting with the fishing or renewable energy industry would be a strong advantage.
7. The ability to manage and prioritise workload, meet deadlines, and organise meetings and events.
8. A demonstrable ability to work independently without direct supervision.

9. High level of computer literacy with a good knowledge of Microsoft Office software.
10. Have access to transport for business purposes which will enable the fulfilment of the requirements of the post.

Desirable Criteria

1. Experience of project and budget management.
2. Experience/understanding of the NI political context and structure of Government.
3. Experience of writing political advocacy strategies.
4. Experience of designing and implementing campaign activities to influence Government and canvas support from the general public for campaign aims.

Issued: February 2023