

Marine Engagement 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 Friday 18 August 2023. Interviews are provisionally planned for Wednesday 06 September 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:	Marine Engagement Officer
Salary:	£27,048 - £29,106. Access to employer's contributory pension scheme to a maximum of 8% per annum.
Hours:	Full-time hours – 37.5 hours per week, part-time may be considered.
Location:	Ulster Wildlife Offices, 10 Heron Road, Belfast, BT3 9LE. There will be occasional travel throughout the UK and Ireland. A combination of office and home-working will be considered with a minimum of two days a week in the office required.
Contract:	Permanent. This post is subject to a 6-month probationary period.
Leave:	24 days per annum plus 12 days statutory holidays rising to 26 days following three years' service.
Reporting to:	Head of Marine Recovery.
Responsible for:	Marine Conservation Volunteers.
Other benefits:	Health cash-back plan, flexi-time system and free onsite parking.

OVERVIEW

The Marine Engagement Officer will be a passionate promoter of our Marine Conservation vision and share our enthusiasm for the achievement of thriving marine wildlife from the ocean depths to the coastal shallows. The postholder will be an active contributor to Marine Protected Area (MPA) management groups, and be passionate about promoting awareness, understanding and pride in the MPA network. The postholder will work with local communities across Northern Ireland, key stakeholders and local authorities, building and maintaining community and stakeholder relationships developed by Ulster Wildlife over the past decade, and helping people contribute through citizen science schemes to our sea's future.

TASKS AND MAIN DUTIES OF THE POST

1) Marine Protected Area (MPA) Community Engagement

- Contribute to MPA management groups and associated fora to underpin development and implementation of MPA management plans, ensuring that best practice and latest scientific evidence is utilised
- Develop materials, initiatives, events and strategic partnerships to support understanding of the role of MPAs, their benefits, the features of local MPAs, and how activities can impact on MPAs.
- Engage with and empower community groups and individuals to learn, connect, and take action for their MPAs through events, workshops and supporting their initiatives.
- Engage with local authorities and key stakeholders to foster stewardship of local MPAs, including supporting appropriate behaviour change initiatives, where needed.

- Support and encourage engagement of local communities and stakeholders in the MPA management cycle, including adapting and developing citizen science initiatives to support monitoring of the marine environment.
 - Liaise with Seasearch NI / Marine Conservation Society to build an integrated citizen science programme both subtidally and intertidally, to provide policy-relevant evidence and to maximize engagement opportunities by working with local outdoor recreation providers.
 - Ensure that any data collected meets any GDPR requirements and are uploaded to a relevant open access national storage database - such as through CEDaR.
 - Engage with other marine community engagement initiatives across the UK/Ireland as applicable.
- 2) Development of MPA theory and practice**
- Commission external contracts, supported by the Head of Marine Recovery, to update definitions of 'ecologically coherent' and 'climate-smart' as applied to the Northern Ireland MPA network, ensuring transboundary conditions are incorporated.
 - Develop metrics to assess progress towards ecological coherence and climate resilience, liaising with policy-makers to ensure these could be implemented.
- 3) Project Development and Promotion**
- Produce literature, displays, leaflets, media publications, websites, educational material and any other publicity required.
 - Promote the work of Ulster Wildlife and your project to external partners and share best practice as appropriate.
 - Input into the development of additional funding initiatives and applications in liaison with the Head of Marine Recovery and the Senior Management Team.
- 4) Project Management**
- Work with the Head of Marine Recovery to ensure project delivery on time and within budget.
 - Ensure the key activities and impacts of the project work are promoted both internally and externally.
 - Ensure project outcomes are monitored and evaluated.
 - Manage relationships with project funders, stakeholders and partners as required.
 - Ensure all funding requirements are met including completion of progress reports and claims.
 - Liaise with the other Marine Conservation staff to ensure integration of approach and build partnerships with local communities and stakeholders.

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:

- 1) Strategy**
- Participation in the development and implementation of the Ulster Wildlife's overall strategy and operational plan.
- 2) Development**
- Play a proactive and positive role in the Ulster Wildlife's team.
 - Develop strategic partnerships with other organisations.
 - Assist with public events and fundraising activities as required.
- 3) Policy and Compliance**
- Adhere to the policies and practices of Ulster Wildlife at all times and to respect the policies and practices of project partners.
 - Ensure relevant Health & Safety requirements are identified and managed appropriately.

4) Training and Development

- Undergo training and appraisal as required.
- Co-operate with and support volunteers and where appropriate supervise them.
- Participate in staff meetings.

5) Internal & External Communications

- 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 relevant degree-level marine science or related qualification and a minimum 1 year's full-time or part-time equivalent proven experience working on conservation projects, OR 3 year's relevant experience in working on conservation projects.
- 2) Experience in community engagement or an educational background with enthusiasm for outdoor learning and volunteering.
- 3) Broad knowledge of marine ecology, citizen science schemes, fisheries and marine issues in Northern Ireland, Ireland and the UK.
- 4) Experience of gathering, uploading and analysing data in the marine and/or coastal environment.
- 5) 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.
- 6) Effective organisational skills to include the ability to manage and prioritise workloads, meet deadlines, plan and manage budgets and organise meetings and events.
- 7) Experience of implementing health and safety policies and procedures.
- 8) High level of computer literacy with a good knowledge of Microsoft Office software.
- 9) Access to transport for business purposes which will enable the fulfilment of the requirements of the post.
- 10) Willingness to travel and work some weekends and evenings.

Desirable Criteria

- 1) Experience of managing volunteers.
- 2) Experience in the use of GIS Software.
- 3) Experience of working in the charity/voluntary sector.
- 4) Experience of working with fishing communities.

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