

Application Guidelines

Graduate Marine Conservation Assistant



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 30 October 2023. Interviews are provisionally planned for 15 November 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. Please note Ulster Wildlife does not hold a Sponsor License.

Canvassing will automatically disqualify.

Ulster Wildlife supports the principles of equality of opportunity

Ulster Wildlife is committed to protecting the privacy and security of your personal information. You can read about how and why Ulster Wildlife uses your personal information here www.ulsterwildlife.org/privacy-notice.

JOB DESCRIPTION

Role:	Graduate Marine Conservation Assistant
Salary:	£19,838 gross per annum. Access to employer's contributory pension scheme - maximum 8% per annum.
Hours:	Full-time hours – 35 hours per week. Occasional evening and weekend work will be required.
Location:	Ulster Wildlife Offices, McClelland House, 10 Heron Road, Belfast, BT3 9LE. There will be occasional travel throughout the UK and Ireland.
Contract:	One – year fixed-term graduate placement. This post is subject to a 6-month probationary period.
Leave:	24 days annual leave per annum plus 12 days statutory holidays.
Reporting to:	Marine Conservation Officer.

OVERVIEW

The Graduate Marine Conservation Assistant will work as part of the wider Marine Conservation team assisting delivery and development of wider marine habitat restoration, citizen science and 'Blue Carbon' work. This includes monitoring of oyster growth, biodiversity and environmental parameters within the network of Native Oyster Nurseries. As well as practical marine conservation tasks and shore survey work, the Graduate Marine Conservation Assistant will assist with public and community engagement events and activities. They will receive on-job and course-based training opportunities in practical conservation tasks and the use of marine environmental monitoring equipment. They will be supervised by experienced core staff within our marine conservation team. Depending on their interests and career aspirations, the Graduate Marine Conservation Assistant will have the option to spend some time with other staff teams within Ulster Wildlife. They will take part in full organisation staff development days and have the opportunity to access many further developmental opportunities.

DUTIES OF THE POST

1. Native Oyster Nurseries

- Perform routine husbandry in native oyster nurseries and regular monitoring of oyster health and changes in associated biodiversity.
- Assist the Marine Conservation team to develop blue carbon habitat restoration.
- Work closely with the fundraising and communications team to identify and use opportunities to promote our blue carbon work.
- Statistical analysis of scientific data.
- Produce scientific manuscripts and technical reports.

2. Citizen Science and Events

- Promote and deliver citizen science and outreach events, in support of blue carbon habitat restoration and other marine conservation initiatives.
- Develop best practice for citizen science surveys in support of blue carbon habitat restoration and provide relevant technical input.
- Support the Marine Conservation team with processing citizen science data.
- Train and support volunteers to undertake regular monitoring of oyster nurseries and other citizen science initiatives.

3. Project Delivery and Development

- Ensure the key activities and deliverables are achieved on time.
- Assist the Marine Conservation team with project development and identify future funding opportunities.
- Liaise with stakeholders and possible project partners to further widen objectives of blue carbon habitat restoration.

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 Ulster Wildlife's overall strategy and operational plan.
- Play a proactive and positive role in Ulster Wildlife's team.
- 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 necessary supervise.
- 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 relevant degree-level marine science qualification.
2. Good general knowledge of and enthusiasm for the marine environment.
3. Experience of undertaking field work.
4. Good organisational skills, time management and ability to carefully plan, while remaining flexible and adaptable to change.
5. Excellent interpersonal and communication skills with the ability to work with a range of people from different backgrounds.
6. Experience of scientific, research, or conservation monitoring.
7. Good level of IT skills particularly Microsoft Office software.
8. Familiarity with statistical analysis software.
9. A full UK or equivalent driving licence.

Desirable Criteria

1. Experience of planning and delivering on-site practical conservation.
2. Experience of undertaking animal husbandry and routine maintenance.
3. Experience in scientific and technical report writing.
4. Experience in the use of Geographic Information System (GIS) Software.
5. Experience in supervising and training volunteers.

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<https://wilsonresources.net/>

