

Marine Project Officer

Information Pack



Mae'r ddogfen yma hefyd ar gael yn Gymraeg.

www.gwynedd.llyw.cymru/Jobs



Welcome

Marine Project Officer

Thank you for your interest in joining our marine and coastal team.

Gwynedd and Anglesey are renowned for their outstanding coastline, rich biodiversity and strong sense of community. Cyngor Gwynedd works closely with partners across north-west Wales to protect, celebrate and sustainably manage this exceptional marine environment.

We look forward to appointing an enthusiastic, proactive and highly collaborative Marine Project Officer to join the team.

Further details about the post are available in this document, and more information about the benefits of working for the Council is available on our website www.gwynedd.llyw.cymru/jobs

In the meantime, if you wish to have an informal chat about any aspect of the post, please contact Alison Hargrave, Special Area of Conservation Officer by e-mailing:

alisonpalmerhargrave@gwynedd.llyw.cymru

We look forward to receiving your application.

Marine Project Officer

£30,559 - £32,654 as well as a Local Government Pension Scheme contribution.

We are seeking an enthusiastic, proactive and highly collaborative Marine Project Officer to join the team. Based in Caernarfon, with flexibility to work at partner locations including Bangor, Bodorgan and other sites as required, this is a unique opportunity for someone passionate about marine and coastal environments who thrives on connecting people, organisations and communities to deliver practical, positive change.

Overview of the Role

The Marine Project Officer sits within a small, dynamic team delivering a portfolio of marine and coastal projects across North-West Wales. With multiple initiatives running concurrently, the successful candidate will contribute across a range of work areas. Depending on experience, skills and project priorities, you may take a lead role in specific strands while working collaboratively with colleagues and partners. Responsibilities may evolve over time as new opportunities and funding arise.

This role is ideal for a natural communicator and relationship-builder. You will enjoy working with people, bringing diverse voices together and helping to create shared momentum. You will be confident engaging with community groups, young people, local businesses, third sector organisations and public bodies.



A key aspect of the role is ensuring that engagement is inclusive and meaningful. You will understand the importance of co-production and be motivated to support under-represented voices to participate in discussions and influence decision-making, ensuring that our work reflects the communities and coastline it serves.

We are looking for someone who:

- Has excellent communication skills in both Welsh and English.
- Is confident organising and delivering public events and engagement activities.
- Has creative and digital skills to develop engaging promotional and educational materials.
- Is comfortable managing social media and online content.
- Has an interest in marine conservation and is willing to develop technical knowledge, including survey techniques and species identification.
- Can work independently while contributing effectively as part of a collaborative team.

This is a rewarding and varied role for someone motivated by practical, positive change and inspired by the coast and sea.



Marine Project Officers work across a range of projects and work areas, for example:

Coastal Coordination

Supporting the development and delivery of coastal partnership working across North-West Wales. This includes facilitating collaboration between organisations and communities, mapping local initiatives, supporting governance arrangements, identifying shared priorities, and acting as a central point of contact for coastal and marine issues. The role contributes to a wider Wales network of Coastal Coordinators, strengthening links with Coast and Seas Partnership Cymru (CaSP Cymru) and the Welsh Partnership of MPAs.

Marine and Coastal Biodiversity Projects

Supporting monitoring and conservation initiatives such as marine mammal surveys, citizen science programmes, seagrass restoration and habitat mapping. This may involve volunteer coordination, training, data collection and community participation in practical conservation work.



Community Engagement and Ocean Literacy

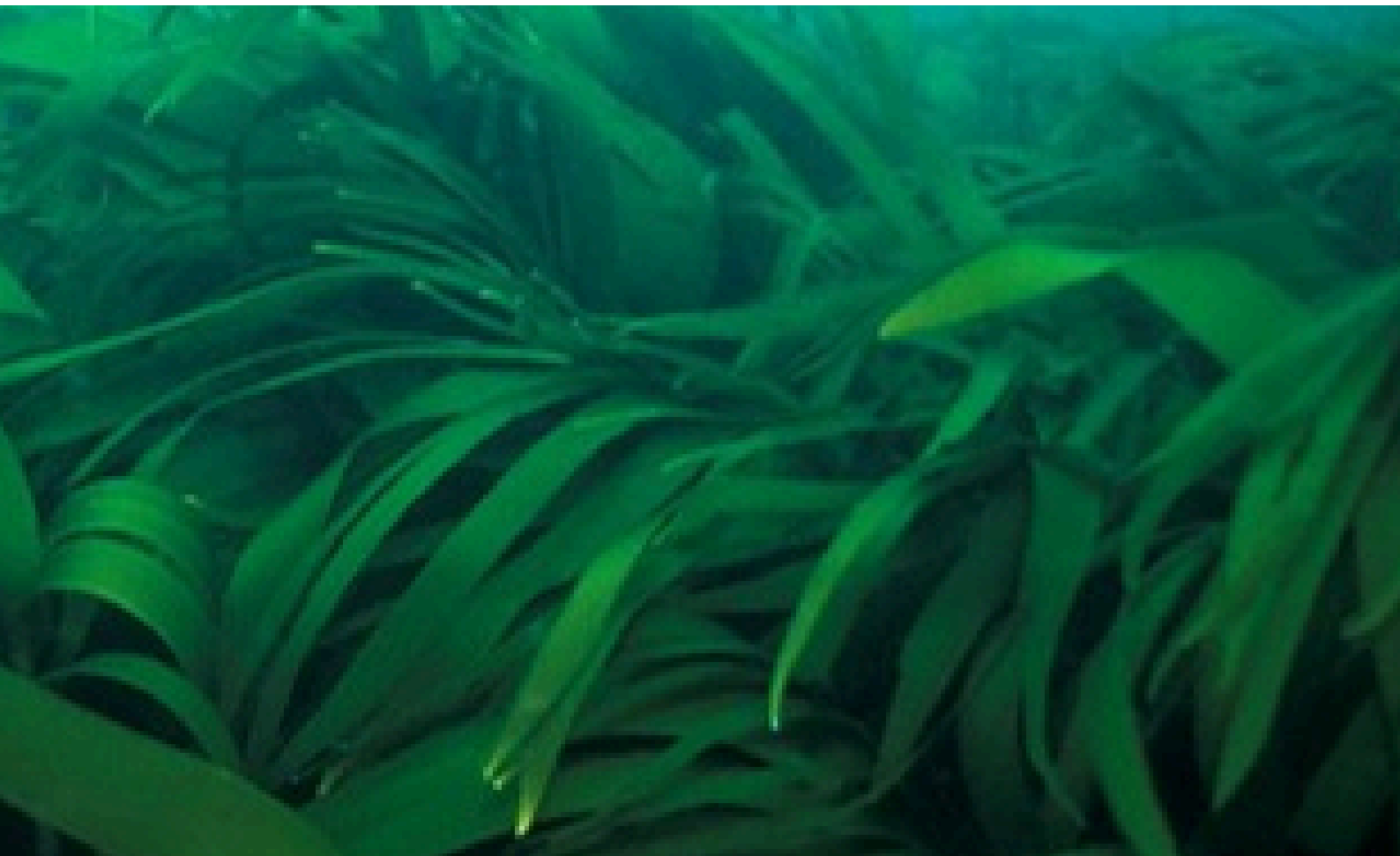
Developing and delivering initiatives that strengthen understanding of the marine environment and inspire connection with the coast. This includes working with schools and youth groups, contributing to educational resources such as the Tir a Môr Education Pack, creating digital content, and helping to deliver public events including a Festival of the Sea.

Responsible Recreation and Environmental Awareness

Promoting marine codes and best practice guidance, encouraging safe and respectful interaction with wildlife, and supporting behaviour change initiatives that contribute to resilient seas and thriving coastal communities.

You will work closely with a wide range of partners including Pen Llŷn a'r Sarnau SAC, Cyngor Gwynedd, North Wales Wildlife Trust, Sea Watch Foundation, North Wales Outdoor Charter Group, Eryri Actif and others.

This is an exciting time to join a developing programme of work that places partnership, community engagement and practical conservation at its heart.



Job Description

PURPOSE OF THE POST

- Develop, monitor and help implement projects derived from the SAC's Management Plan.
- Organise events and take part in promoting and raising awareness of the SAC.
- Support delivery and updating of the SAC's Management Plan.
- Ensure that the people of Gwynedd are at the heart of everything we do.

RESPONSIBILITY FOR RESOURCES (e.g. staff, budgets, equipment)

- Responsible for any equipment provided for the purpose of the post, including computer, laptop and phone.
- Responsible for occasional volunteers and individuals on work experience.
- Oversee the work of contractors.

MAIN DUTIES

- Working with the Line Manager to co-ordinate and liaise with the partners to implement project objectives and work programmes.
- Promote and implement specific projects within the work programme as agreed by the Line Manager.
- Work in partnership with existing structures, specialists and stakeholders to implement projects.
- Provide administrative support and facilitate and arrange meetings.
- Promote and support communication between management groups, any groups that are set up under projects, existing groups, stakeholders and the wider public.
- Assist the Line Manager with managing budgets and maintaining accurate financial records.
- Keep detailed records of expenditure and the project's development and report on outputs to the Line Manager.
- Work with the Line Manager to develop a communication strategy for the project.

MAIN DUTIES (Continued)

- Promote the value of the local marine environment amongst the local community, including updating social media platforms and the website.
- Identify new funding opportunities to enable the continued growth of the work.
- Responsible for self-development.
- Ensure compliance with workplace Health and Safety rules in accordance with the responsibilities set out in the Health and Safety at Work Act 1974 and the Council's Health and Safety Policy.
- Act within the Council's policies in relation to equal opportunities and equality.
- Responsibility for information management in accordance with the Council's information management standards and guidelines. Ensure personal information is handled in compliance with Data Protection legislation.
- A commitment to reduce the Council's carbon emissions in line with the Carbon Management Plan and to encourage others to take positive action towards reducing the Council's carbon footprint.
- To undertake any other equivalent and reasonable duties appropriate for the level of salary and responsibility of the post.
- Responsibility to report concern or suspicion of abuse of children or vulnerable adults.

SPECIAL CIRCUMSTANCES

- Requirement to work unsociable hours from time to time.

Only an outline of duties are indicated above, in order to give an idea of the level of responsibility entailed. This job description is not exhaustive in detail, and job duties may change from time to time without changing its fundamental nature and level of responsibility.



Person Specification

PERSONAL ATTRIBUTES

Essential:

Welcoming personality and a pleasant telephone manner.

An eye for detail and accuracy.

Honesty, self-confidence, assertiveness and flexibility.

The ability to accept responsibility and to communicate effectively.

The ability to work under pressure and as part of a team.

Interest and enthusiasm for environmental, maritime and coastal issues.

Possession of a valid driving licence and use of a car.

RELEVANT QUALIFICATIONS AND TRAINING

Essential:

Good standard of education up to A-level or higher (to include science) or equivalent and relevant experience with the marine or coastal environment.

Desirable:

A degree or equivalent qualification in a subject relevant to the needs of the post e.g. Marine Biology and Ecology.

Qualification or training in word processing / databases / spreadsheets.



RELEVANT EXPERIENCE

Essential:

Experience of communicating with a wide variety of individuals and groups.
Experience of preparing and implementing practical projects in partnership with others.

Experience of facilitating and organising effective collaboration between multi-interest partnerships.

Experience of working within the marine or coastal environment.

Desirable:

Experience of working to strict deadlines and under pressure.

Background of working as a team and of carrying out tasks without supervision.

Experience of targetting grants from various financial avenues.

Experience of preparing reports.

SKILLS AND SPECIALIST KNOWLEDGE

Essential:

Awareness of the social, economic and environmental issues relevant to the area's coast and marine environment.

Knowledge of the project area.

Organisational skills and providing administrative support.

Strong communication skills - oral and written.

Understanding of Windows computer software packages.

Desirable:

Awareness of methods of communication and interpretation.

Knowledge of regional and national policies dealing with maritime nature conservation.

The ability to deal with people of all ages and backgrounds.



Language requirements

Listening and Speaking - Higher Level

Can present all aspects of the post orally, with equal fluency in both Welsh and English.

Reading and Understanding - Higher Level

Can correctly use and interpret any information from various sources in order to fulfil all aspects of the post.

Writing - Higher Level

Can present written information in a totally confident manner using the style and language most appropriate for the subject and audience.



Cymraeg



Mae'r ddogfen yma hefyd ar gael yn Gymraeg.

Application process

To apply for this post, please go to www.gwynedd.llyw.cymru/Jobs

We ask that you review the Job Description and Person Specification and complete your application in accordance with the requirements.

Applications to be submitted by midday on Monday, 8 June 2026, with interviews to be held on a date to be confirmed shortly afterwards.

Contact Alison Hargrave, Special Area of Conservation Officer by e-mailing: alisonpalmerhargrave@gwynedd.llyw.cymru if you wish to discuss the post.

If you have any questions about the process, e-mail DesgAdnoddauDynol@gwynedd.llyw.cymru



Llywodraeth Cymru
Welsh Government



Ymddiriedolaeth Natur
Gogledd Cymru
North Wales
Wildlife Trust



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