

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 expressing an interest in applying for this post.

Gwynedd is renowned for its natural beauty and stunning coastline. Cyngor Gwynedd works closely with a range of partners to protect and celebrate this natural environment.

This post will play an important part of these efforts as part of the Special Area of Conservation team.

We are looking to appoint an enthusiastic and dedicated Marine Project Officer to join our Special Area of Conservation team. The officer will be focusing on marine conservation and community engagement.

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**](mailto:alisonpalmerhargrave@gwynedd.llyw.cymru)

We look forward to receiving your application.

Marine Project Officer

£29,269 - £31,364 as well as a Local Government Pension Scheme contribution.

We are seeking an enthusiastic and dedicated Marine Project Officer to join our team, focusing on marine conservation and community engagement. This role offers an excellent opportunity to work on seagrass and marine mammal monitoring, promoting environmental awareness, and engaging with local communities. If you're passionate about marine conservation, possess strong communication skills, and are adept at using creative and digital tools, we want to hear from you!

The role requires excellent communication skills in both Welsh and English, along with confidence in organising and delivering public events. Technical skills for hosting online events and managing social media related to the projects are also essential. Having a passion for marine mammals and seagrass is beneficial, although individuals will receive assistance and training to acquire the essential marine knowledge and skills required for the role, such as survey techniques and species familiarity. You will be part of the Special Area Conservation (SAC) team at Cyngor Gwynedd, collaborating closely with other community projects such as Natur am Byth. Although based on mainland Pen Llŷn and Ynys Môn, the job will involve regular visits to Ynys Enlli, including occasional overnight stays.

This post offers a unique opportunity to work in a remarkable area, engaging with marine mammals and seagrass while contributing to the conservation of protected sites and species. We're looking for someone who can work independently, yet be a team player, all working towards positive conservation outcomes in this exceptional marine environment.



The Marine Project Officer will focus on community engagement for two projects:

Enlli marine mammal project – connecting people with the sea

The project is hosted by the Bardsey Bird and Field Observatory (BBFO) (www.bbfo.org.uk) and will be based within Cyngor Gwynedd, with work centred on Pen Llŷn. Ynys Enlli is situated in a crucial area for marine mammals, surrounded by the West Wales Marine Special Area of Conservation (SAC), designated for harbour porpoises, and the Pen Llŷn a'r Sarnau SAC for which bottlenose dolphins and grey seals are features. Additionally, grey seals are a feature of the National Nature Reserve designation. Risso's dolphins are also regularly seen in the area and have been the subject of long-term studies by organisations such as Whale and Dolphin Conservation, in collaboration with BBFO.

Recently, the seas in this area have been internationally designated as an Important Marine Mammal Area. This designation recognizes the presence of harbour porpoise, bottlenose dolphins, risso's dolphins, minke whales, common dolphins, and seals.

This project is funded by the Nature Networks Programme and delivered by the Heritage Fund on behalf of the Welsh Government.

The Marine Project Officer key roles will include:

1. Raising awareness of the importance of the waters around Pen Llŷn for marine mammals, their conservation needs and promoting adherence to the Gwynedd Marine Code.
2. Recruiting and, working with the Project Manager, train volunteers to undertake dolphin surveys from key points on Pen Llŷn.



Seagrass Ocean Rescue – reconnecting people with nature and restoring seagrass through reseedling

Seagrasses are the unsung heroes of our coastal seas. With up to 92% of the UK's seagrass lost, restoring it is vital for ocean health. Seagrass offers numerous benefits: it protects coasts, improves water filtration, stores carbon, supports fisheries and biodiversity and helps fight climate change.

Seagrass Ocean Rescue, a partnership involving Pen Llŷn a'r Sarnau SAC, WWF, Project Seagrass, Swansea University, and the North Wales Wildlife Trust, plans to reseed seagrass over an area of 10ha across Pen Llŷn and Ynys Môn in collaboration with local communities.

The Marine Project Officers key roles will include:

1. Community engagement and education
2. Creation of promotional material and creative projects
3. Develop digital content
4. Plan and run community and volunteer events

This project is funded by the National Lottery Heritage Fund.



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 Tuesday, 6 August 2024, 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

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