

Head of Marine Recovery

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 19 June 2023. Interviews are provisionally planned for Thursday 29 June 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:	Head of Marine Recovery
Salary:	£40,628 to £45,806 Access to employer's contributory pension scheme - maximum 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:	Chief Executive Officer.
Direct reports:	Senior Marine Conservation Officer, Marine Engagement Officer, NI Marine Task Force Officer.
Other benefits:	Health cash-back plan, flexi-time system and onsite parking.

OVERVIEW

This is an exciting opportunity for a skilled and highly motivated individual to join our Senior Management Team to lead on the development and implementation of a range of marine-based conservation activities. The remit will include overseeing development of the Ulster Wildlife blue carbon work programme (including habitat creation and restoration), species conservation and public engagement initiatives, supporting the Northern Ireland Marine Task Force, contributing to policy development and engagement across a number of external groups, such as Marine Protected Area management groups, and managing critical stakeholder relationships, such as those with fishing industry representatives.

The Head of Marine Recovery will help and support staff and volunteers to deliver important projects that will contribute to nature's recovery and offer natural solutions for climate change. This role will involve developing proposals to align with funding opportunities for projects that support our strategic objectives and contribute to Ulster Wildlife's Strategy to 2030 – 'Bring Nature Back'.

The successful candidate will have a deep appreciation of our local marine environment, a knowledge of marine environmental policy, industries and emerging issues, and have proven experience in partnership working. They will be an adept project manager, ideally with specialist skills/training in project management.

DUTIES OF THE POST

Development and Funding

- Develop new projects and initiatives working with the Senior Leadership Team to secure funding.
- Contribute to the delivery of Ulster Wildlife's strategic plan.
- Work closely with the Director of Development & Governance to ensure that fundraising and marketing is fully integrated within your teams and areas of responsibility, engaging with members as required.

Project/Delivery Management

- Manage key projects and areas of delivery within Ulster Wildlife including the blue carbon programmes (native oyster restoration and further projects), citizen science, Marine Protected Area engagement programme, and support of Northern Ireland Marine Task Force.
- Ensure a scientific and evidence-based approach is adopted within conservation activities to enable demonstration of impact and continuous improvement.
- Oversee the development and implementation of work plans and funding agreements related to the functional area.
- Ensure key activities and deliverables are promoted internally and externally in liaison with Senior Management Team and the marketing team.
- Relationship management with funders, partners and prospective donors.
- Ensure all funding requirements are delivered including progress reports and claims.

Managing People

- Line management of staff within the functional area, providing support and mentoring for team members and volunteers.
- Relationship management with stakeholders, funders and clients.
- Stakeholder management for policy initiatives within the remit of the post including politicians, senior civil servants, local government officials, industry representatives, other third sector organisations, community representatives.
- Ensure effective involvement, management and support of volunteers.
- Ensure compliance with Health and Safety and Data Protection requirements.

Policy

- Provide technical expertise and lead on the submission of relevant policy consultation responses and position statements for your areas of responsibility.
- Attend/support meetings with high-level decision-makers in local and national government as required.
- Play a proactive role in representing the organisation's position in the media as required.
- Provide briefings and analysis to the Chief Executive, Senior Leadership Team and Board of Trustees on key policy issues.

Governance

- Play a proactive and constructive role in the organisation's Senior Management Team.
- Develop, plan, monitor and review the organisational strategy and annual operational plans for this functional area.
- Accountable for core and project expenditure in accordance with agreed budgets working closely with the Head of Finance.
- Prepare, review and update annual budgets for your areas of responsibility.
- Contribute to the charity's Environment Committee and engage the experience base that Board Members can offer.
- Constructive engagement with the wider Wildlife Trusts movement as required including forging partnerships for UK-wide projects should opportunities arise.

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 work areas 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 the Ulster Wildlife's overall strategy and operational plan.
- Play a proactive and constructive role within Ulster Wildlife's team and ensure knowledge dissemination within the wider organisation.
- Develop strategic partnerships with external organisations.
- Support the fundraising activities of the organisation.

- Adhere to the policies and practices of Ulster Wildlife at all times and respect the policies and practices of project partners.
- Identify and implement Learning & Development processes.
- Support and ensure positive experiences for volunteers within the organisation.
- Participate in internal staff and Board 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. Undergraduate degree level marine biology, marine science or similar qualification relevant to the post.
2. At least three years' (full-time or part-time equivalent) post-graduation work experience in a relevant field.
3. Strong leadership skills, with at least two years' relevant experience in a role that involves direct line management of staff or volunteers.
4. Comprehensive knowledge of the marine life of Northern Ireland.
5. Comprehensive knowledge of the key nature conservation and environmental issues in Northern Ireland, Ireland and the UK.
6. Proficient understanding of current policy/legislative frameworks affecting the environment and of political institutions and their operations in Northern Ireland.
7. Demonstrable achievement of delivering significant and impactful evidenced-based environmental/conservation outcomes.
8. Experience in successful project and budget management, including development and monitoring of work plans.
9. Excellent written and verbal communication skills, with the ability to distil complex ideas in ways that engage a diverse range of audiences, including high-level briefings.
10. Experience of effective partnership working including proven influencing and networking skills that have delivered organisational benefits.
11. IT literate, proficient with Microsoft Office, including Outlook, Word, Excel and PowerPoint.
12. Access to transport for business purposes that will enable the fulfilment of the requirements of the post.

Desirable Criteria

1. Postgraduate qualification in a relevant subject.
2. Demonstrable experience of building and maintaining effective relationships with industry representatives
3. Experience of working in the charity sector.
4. Experience in the securing of funding through grant aid/trusts/foundations.
5. Experience of giving media interviews
6. Project management training or certification.

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