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Marine Programme Manager

# Job Description

## Outline

Responsible to: Deputy Chief Executive (Operations and Impact)

Responsible for: A team of 4 direct and 3 indirect reports (+3 pending funding award)

Based at: York, Hull or Spurn with home working available where appropriate. The post holder will also be required to travel to other YWT sites and areas of the country to fulfil their role.

## Brief

The post holder will oversee and manage a team of technical officers delivering specialist programmes including marine pollution, fisheries, and marine restoration, also hosting officers from a collaborative North Sea Advocacy programme on behalf of 11 North Sea Trusts.

## Team leadership

* Lead and manage the staff team, fostering an inclusive, open and innovative culture whilst overseeing any necessary recruitment, induction and supervision, and ensuring a healthy working environment.
* Build a high-performance team by providing training and development opportunities to support the professional and personal development of team members.
* Provide clear strategic line of sight that translates into meaningful project and programme delivery and development across the Marine region.
* Lead and facilitate collaborative working within the Marine team, between other regional operations teams and with central teams including finance, communications and marketing, fundraising and engagement.
* Ensure external (legal) and internal policy compliance including HR, health and safety, GDPR, environmental and safeguarding policy and procedure.
* Lead, manage and contribute to internal strategic and cross cutting meetings including Extended Leadership Team and Operations Leadership Team.
* Proactively contribute to the development, coordination and leadership of the Extended Leadership Team sharing intelligence, insight and analysis to strengthen decision-making at a strategic level.
* Prepare, implement and monitor income and expenditure budgets for the region, including regular reporting and forecasting, and develop the team’s annual work programme.

## Marine Project Management and Development

* Strengthen existing relationships with key strategic partners and nurture new partnerships to take forwards The Trusts strategic marine priorities.
* Operate as The Trusts lead ambassador and representative for marine engaging key partners, stakeholders and influencers on a regional and national scale.
* Develop new programmes and secure associated funding to take forwards landscape scale conservation and engagement projects to deliver the Trusts strategic marine priorities.
* Provide specialist technical knowledge and advice on marine policy, regulations and management to influence policy makers and statutory advisors to promote precautionary approaches to marine development and the conservation of marine resources.
* Develop and coordinate marine campaigns, liaising with internal and external media raising awareness and the publics engagement with marine conservation issues.
* Provide oversight to projects and programmes, ensuring they are well managed and delivered to a high standard, and that project outputs are identified, delivered in a timely manner and are evaluated contributing to our evidence base of impact.
* Work in collaboration with the Fundraising & Engagement Directorate to ensure that all opportunities to promote the Trust and develop our marine education and visitor experiences at key sites such as the Living Seas Centre are explored and maximised.

## Other

* Promote the Trust and partner organisations whenever possible.
* Demonstrate our Trust values every day behaving with courage, respect, and integrity whilst trusting others and taking responsibility for your actions at all times.
* Support and promote the Trust’s commitment to equality, diversity and inclusion.
* The Trust is committed to safeguarding and promoting the welfare of children, young people, and adults at risk and expects all staff and volunteers to share this commitment.
* Abide by all Trust policies.
* Undertake other duties as requested by your line manager and in line with the post.

# Person Specification

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| **Experience** |  |  |
| **Criteria** | **Essential/Desirable** | **Measured By:****Application/Interview** |
| Demonstrable experience of effective delivery in marine technical, marine conservation and the UK marine policy landscape e.g Marine Protected Areas, Fisheries or Offshore development.  | E | A/I |
| Strong experience of staff management, coordination, development and administration.  | E | A/I |
| Evidence of managing and delivering a portfolio of policy, technical and engagement projects in a marine application.  | E | A/I |
| Substantial evidence of working in partnership with local communities, developing partnership projects, securing funding and delivery of projects through whole project cycles.  | E | A/I |
| **Knowledge and Understanding** |  |  |
| **Criteria**  | **Essential/Desirable** | **Measured By:****Application/Interview** |
| A high level understanding of marine ecology, anthropogenic development and marine policy, preferably with expertise in the North Sea ecosystem at a practitioner level.  | E | A/I |
| Evidence of strategic policy setting, influencing regional marine conservation and coordination of advocacy programmes.  | E | A/I |
| Demonstrate the ability to design technical survey programmes, consolidate marine and fisheries research and development policy briefs and reports.  | E | A/I |
| A strong and evidenced portfolio of successful fundraising for conservation and research programmes in a marine application.  | E | A/I |
| A good understanding of the general principles of wider / terrestrial nature conservation and ecology. | E | A/I |
| **Skills and Qualifications** |  |  |
| **Criteria**  | **Essential/Desirable** | **Measured By:****Application/Interview** |
| Preferably educated further degree level in a marine subject area or substantial relevant experience. | E | A/I |
| An adept project/programme manager, ideally with formal skills/training in project management, with strong organisational skills. | E | A/I |
| Excellent communication and presentation skills – both written and verbal. | E | A/I |
| IT literate – particularly MS Word, Excel, countryside management software, GIS and Outlook. | E | A/I |
| **Personal Qualities** |  |  |
| **Criteria**  | **Essential/Desirable** | **Measured By:****Application/Interview** |
| Self-managing but comfortable working as part of a lively and dynamic team. | E | I |
| Personable and dynamic manner | E | A/I |
| High standards of personal and professional integrity | E | I |
| Commitment to and passionate about nature conservation | E | A/I |

## Terms and Conditions

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| Salary: | £37550 p.a. Salaries are paid on the 20th of each month by bank transfer and cover the period of the 1st of the month to the last day of the month. |
| Hours: | 35 working hours per week, Monday to Friday. The nature of the post’s duties may from time-to-time require evening and weekend work. Paid overtime is not available, but time off in lieu will be given. |
| Flexibility: | Subject to ensuring that the needs of the business and the role are met, the Trust, where possible, endeavours to meet the flexible working needs of its employees. |
| Holidays: | 25 working days per annum in addition to normal public holidays plus 3 additional office closure days between Christmas and New Year (pro rata for part time employees). |
| Pensions: | You may be eligible to be auto enrolled into the Trust’s Group Flexible Retirement plan. Written terms of the scheme are available on request from finance. |
| Cycle to work scheme: | The Trust runs a Cycle to Work Scheme. Details of which are available on request. |
| Employee Assistance Programme: | The Trust provides paid staff with access to an Employee Assistance Programme. This is a confidential service which aims to provide staff with support for a range of issues. Further details are available from the HR and Training Manager. |
| Health Questionnaire: | You will be required to complete a health questionnaire prior to any unconditional offer of employment being made.  |
| Equal Opportunities: | Yorkshire Wildlife Trust is committed to equal opportunities and appoints on merit. We welcome applicants from all sections of society regardless of gender, sexual orientation, race, disability, marital status, age and religion, perceived community background or political beliefs.  |
| Notice Period: | Generally 8 weeks. One of the conditions of passing the probationary period is that all appropriate online Healthy and Safety training modules are passed. |
| Place of Work: | York, Hull or Spurn with home working available where appropriate. The post holder will also be required to travel to other YWT sites and areas of the country to fulfil their role. |
| Travel: | Public transport is encouraged although pool vehicles are available. In exceptional circumstances the use of the officer’s own vehicle may be necessary for business use for which a mileage rate of 40p per mile will be paid. |
| Training: | The Trust is fully committed to personal development and training and offers each employee an individual training budget which can be spent on a variety of both internal and external training. |
| Closing deadline: | 9th August |
| Interview date: | w/c 16th August |

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