North West Coastal Coordinator Job Description

PURPOSE OF THE POST

- To support the work of the North West Coastal Forum (NWCF) in achieving its aim of undertaking the promotion and advancement of the conservation, protection and improvement of the physical and natural environment and education in sustainable development for the coastal areas of North West England.
- To act as the secretariat for the NWCF by undertaking day-to-day management, co-ordination and implementation of the work programme of the NWCF, developing projects, securing resources and disseminating information and best practice, in consultation with the Board of Trustees and the NWCF Expert Advisory Committee.

KEY TASKS

Governance and Administration

- Provide the secretariat function for the NWCF i.e. managing, co-ordinating and implementing the work programme of the NWCF and associated projects as the need arises, organising and servicing meetings, drafting and reviewing the business plan, setting budgets and preparing the NWCF's annual financial statements.
- Produce reports on the NWCF's progress and achievements.
- Work with the Trustees to ensure the NWCF is run in a way that meets the requirements of the Charity Commission.
- Administer and comply with all adopted NWCF organisational polices (for example Health & Safety, GDPR Data Protection, Equal Opportunities)
- Undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Information and Communication

- Ensure the effective dissemination of information and best practice on coastal and marine management for sustainability issues across the North West including analysis, interpretation and dissemination of data and developing and maintaining an up to date and relevant web presence.
- Develop and provide ongoing coordination and management of an online information and data signposting hub for North West England, working with partner organisations across the North West as necessary and ensuring linkages with national and other regional data initiatives as needed.
- Represent and promote the work and aim of the NWCF as appropriate at local, regional, national and international events, including deputising for the Chair and Trustees of the NWCF.

Policy, Projects and Research

- Maintain awareness of local, sub regional, regional, national and international agendas with regard to coastal and marine issues and coastal sustainability including integrated coastal zone management and ensure consideration of these are incorporated into project and policy development in the North West.

- Influence and shape the development of national, regional, sub-regional and local strategies, providing, in consultation with the NWCF Expert Advisory Committee, specialist policy and professional advice, on coastal and marine issues and coastal sustainability to the North West Coastal Forum's Board of Trustees to shape the work of the North West Coastal Forum and to other relevant groups and projects, and where appropriate to senior politicians, managers and officers in sub regional and other bodies in the North West.
- Support and participate in the preparation and review of coastal and marine policy and strategy as appropriate, preparing policy consultation responses and briefing notes and other documents as required and providing expert evidence on coastal and marine issues as needed.
- Identify areas of work for NWCF research projects and participate in the research projects of other organisations where they contribute to knowledge and awareness of coastal and marine sustainability issues and the development of Integrated Coastal Zone Management.
- Co-ordinate the development, resourcing, implementation and management of NWCF projects including developing funding bids, preparation of tender briefs and appointment of consultants as needed, and project and financial management of the projects, working with other organisations as appropriate for collaborative project development and delivery.

NWCF reserves the right to alter the content of this job description to reflect changes to the job or services provided, without altering the general character or level of responsibility.

KEY CONTACTS:

- North West Coastal Forum Chair and Board of Trustees
- Senior officials and politicians in Government departments and agencies
- Senior officials and politicians in Local Authorities
- Senior officials in other key stakeholder organisations (including private and third sectors) – regional, national and international.

CONTROL OF RESOURCES:

Delegated budget holder responsible day to day financial management of the activities of the North West Coastal Forum.

REPORTING TO:

The Chair of the North West Coastal Forum

EXPERIENCE, EDUCATION, SPECIAL QUALIFICATIONS AND TRAINING REQUIREMENTS :

- Must be educated to at least first degree level or have equivalent experience (paid or unpaid). A degree in a related discipline such as marine and coastal management, or environmental science or geography with a strong coastal or marine management element is desirable.
- Must have experience of using a range of software including Microsoft Office, email, the internet and online meeting / conferencing applications. Website management experience would be desirable.
- Must have effective communication and presentation skills, including the ability to prepare and present policy and project documents and reports and speak at conferences. Facilitation experience would be desirable.

Person specification			
	Selection criteria	**How assessed**	
Education & Qualifications	Educated to first degree level or have equivalent experience (paid or unpaid). A degree in a relevant discipline (such as marine and coastal management, or environmental science or geography with a strong coastal or marine management element) is desirable.	Application Documents / sight of Certificates	Essential
Relevant Experience	Experience of working on complex projects to tight deadlines	Application Documents / Interview	Desirable
	Experience of managing project finances, including drawing up and managing budgets	Application Documents / Interview	Desirable
	Experience of developing and submitting successful bids for external funding	Application Documents / Interview	Desirable
	Experience of drawing up and managing contracts	Application Documents / Interview	Desirable
	Experience of working on coastal management or sustainable development issues as they relate to the coast.	Application Documents / Interview	Desirable
	Experience of collecting, analysing, presenting and disseminating complex data.	Application Documents / Interview	Essential
	Experience of using IT in projects, and in particular of using Microsoft Office, email, the internet and online meetings.	Application Documents / Interview	Essential
	Experience of website management	Application Documents / Interview	Desirable
	Experience of event organisation and facilitation	Application Documents / Interview	Desirable
Skills & Abilities	An understanding and knowledge of sustainable development (including environmental, social and economic issues) as they relate to the coast.	Application Documents / Interview	Essential
	An understanding of Integrated Coastal Zone Management approaches including familiarity with regional and national research and policy.	Application Documents / Interview	Essential
	Effective communication and presentational skills, (including the ability to prepare and present policy documents and reports).	Application Documents / Presentation / Interview	Essential
	Able to work on own initiative with minimal supervision, prioritise work, meet tight deadlines and cope with sustained high levels of workload.	Application Documents / Presentation / Interview	Essential
	Able to develop and maintain good working relationships with wide range of national regional and local stakeholders.	Application Documents / Interview	Essential
	Able to approach the role in a confident and proactive manner	Interview	Essential
	Able to maintain a balanced perspective and demonstrate awareness and sensitivity in a political environment.	Interview	Essential
Work Circumstances	Must be prepared to work flexibly to ensure the demands of the workload are met.	Interview	Essential
	Flexibility and ability to work from home and attend meetings / events elsewhere in the region, other parts of the country and internationally, accepting that the demands of the position will at times interfere with domestic and social arrangements.	Interview	Essential

DURATION OF POST, WORKING HOURS AND HOLIDAYS:

The post is offered on an initial 6 month fixed term basis and may be extended after this time if further funding is found. All new employees undertake a probationary period of 3 months in which time they are expected to demonstrate their suitability for the post.

This is a full time post of 35 hours per week. Overtime is not paid but time off in lieu can be taken if evening or weekend working is needed. A flexi-time system is in place.

The holiday entitlement is 28 days per annum plus bank holidays. For posts lasting less than one year this is pro-rataed accordingly, so for a 6 month post there will be 14 days leave.

SALARY AND PENSION:

Salary £25500 per annum with annual salary review, pro-rataed
Pension scheme via NEST