

Eastern Inshore Fisheries and Conservation Authority

Job Description

Job title: Project Co-ordinator (The Wash and North Norfolk Marine Partnership)

Location: Kings Lynn

Reports to: Head of Operations (EIFCA)

Grade: 5

General Description:

The Project Coordinator will support relevant authorities in meeting their statutory obligations to safeguard marine conservation interest features designated under the UK Habitats Regulations 1994 (and subsequent regulation) by working to fulfil the objectives contained in the Management Plan. Building and maintaining relationships with key partners and coordinating work streams, they will act as the focal point for the Partnership in its' relations with relevant authorities, advisory groups, funders and other stakeholders. Support the understanding of Tourism and Recreational impacts.

Duties and Responsibilities

1. To develop and maintain positive relationships with an extensive range of relevant partner agencies, Advisory Groups, stakeholders and communities.
2. Development of the Management Plan and achievement of its' objectives.
3. Provide an effective secretariat function to both the Full Management Board and Core Management Group to include scheduling and administering meetings.
4. Coordinate the work of relevant authorities, advisory groups, other stakeholders and associated projects and initiatives to avoid duplication and maximise results. Facilitate liaison between all associated parties to the project.
5. Coordinate and support the three geographical Advisory Groups.
6. In collaboration with RSPB, Wildlife Trusts, National Trust and other reserve managers, manage the recreational disturbance reporting system, ensuring incidents are logged and investigated.
7. Engage with public, specialist and recreational user groups, tourism promoters, commercial and other organisations to raise awareness of the environmental importance and management needs of the site and to encourage a consistent sustainable approach to use of the environmental resources.
8. Develop project initiatives in line with available resources.
9. Source and exploit external funding opportunities to support completion of the actions contained in the Management Plan.
10. Support operations by engaging and developing research opportunities with all parties including Advisory Groups.
11. Ensure compliance with all aspects of Health & Safety.
12. Ensure equality and diversity is actively promoted in the workplace.

Key measures

1. Relationships are developed and maintained to the benefit of the partnership.
2. Management Plan produced and reflects the objectives articulated by the Management Board. Objectives of the plan are delivered on time.
3. Meetings scheduled annually with agendas, papers and minutes produced in a timely manner and meetings conducted effectively.
4. Activities are coordinated with effective lines of communication between all parties.
5. Advisory groups are supported and effective in fulfilling their role with regular feedback to the partnership.
6. Recreational disturbance reporting system is effectively coordinated, records are up to date and analysed regularly. Major incidents are followed up.
7. Evidence of effective engagement and education with good levels of awareness of the environmental importance and management needs of the site.
8. Project initiatives developed and delivered in support of the objectives of the partnership.
9. External funding opportunities identified and secured as required.
10. H&S policy is adhered to at all times. Risk assessments completed and recorded appropriately.
11. Appropriately conducts self with colleagues and stakeholders. Absence of complaints.

Eastern Inshore Fisheries and Conservation Authority

Job Description

Direct reports

- None

Financial scale

- Budgetary responsibility.

Planning horizon

- Workload is set by Core Management Group from Annual Plan.
- Contributes towards the annual plans.

Complexity

- Diverse range of stakeholders, often with conflicting requirements
- Requirement to keep up to date with relevant legislation
- Mix of office and field work
- Agile work roster - requirement to remain flexible to support changes to work plans
- Requirement to work across various diverse locations within the partnership area and beyond
- Manage hours to accommodate the demands of evening/weekend meetings and events.

Key working relationships (other than Line Manager or reports)

- All colleagues
- All Partnership members
- Relevant statutory, commercial and voluntary bodies inc. Conservation Charities
- Commercial and recreational fishing communities
- Public including community and recreational user groups
- Other Project Leaders

Freedom to make decisions

- Freedom to complete allocated tasks within agreed timelines
- Develops contingency plans as appropriate to ensure projects are completed

Experience, knowledge & skills

Essential

- Educated to degree level or equivalent experience
- Good working knowledge of MS Office
- Experience of report writing
- Excellent communication skills, both written and verbal
- Website management
- Experience of working with a diverse range of stakeholders from different backgrounds
- Familiar with the legislation and policies applicable to MPAs especially European Marine Sites.
- Right to work in the UK

Preferred

- Degree in a biological or marine science
- Previous experience gained in a UK marine science environment
- Knowledge of the marine licence system and Environmental Impact Assessments
- Knowledge of the habitats and species found in the Wash and North Norfolk Coast
- Experience of the recreation sector
- Media, comms. And outreach.
- Holds current UK driving licence

Personal qualities required

- Analytical
- Physically fit
- Good organisational skills and ability to prioritise
- Flexibility – out of hours working required with occasional periods away from base
- Self-starter who is able to work independently.
- Attention to accuracy when working with information
- Ability to manage own workload with applicable level of management and supervision
- Excellent IT Skills including social media and website management
- Good interpersonal skills
- Excellent time management skills
- Comfortable with challenge and conflicting views / demands
- Able to both receive and deliver constructive feedback

