

Solway Marine Information Learning and Environment (SMILE) Project Officer Vacancy pack

This pack contains all the information you need to apply, including:

Useful Information

Details on our Diversity Policy statement, how we use CVs, shortlisting and employment checks and UK Identification requirements

Applicant letter

Details on how to apply plus closing date and interview date(s)

Job description

A breakdown of the vacancy, including the purpose of the job, requirements, duties and responsibilities

Person specification

A list of criteria that potential candidates should aim to meet

Organisation information

Details of the organisation advertising the post

Application Form

PDF version

Please print out, complete and return to the address on the Applicant letter

Word version

Applicants are encouraged to complete electronically and return by e-mail

Useful Information

Diversity Policy Statement

The Partnership aims to ensure that all staff, volunteers, partners, clients, contractors, members and the general public are treated fairly. Unless it can be shown to be justified, this will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application.

Shortlisting

Solway Firth Partnership is an equal opportunities employer and we are committed to ensuring all applications are treated fairly. Applications are sought only from those eligible to work in the UK in the first instance.

All applications are subject to our shortlisting process where we only assess information provided against the Person Specification. If you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills test, presentations etc.

Employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK, Proof of Residency, Satisfactory Employment Health Check, Two references satisfactory to the Partnership and where required a Satisfactory Criminal Records Bureau Check.

Dear Applicant

SMILE Project Officer, £25,750 (Full-time post, fixed term until 31/12/20)

Thank you for your enquiry regarding our advertised vacancy. An application form is enclosed, together with a job description, person specification and other background information about Solway Firth Partnership. If you require any further information about this post please contact me.

Please complete the enclosed application form in blue or black ink. Please refer to the person specification when completing the form. Your completed application form should clearly describe how you meet each of the criteria that have been identified as being necessary for this post as this will form the basis of shortlisting candidates. If you enclose a CV, it may be referred to for supplementary information, however, please ensure that all the questions asked on the application form are fully answered.

We take all practicable steps to protect the safety and welfare of children or vulnerable adults while they are in contact with Solway Firth Partnership and have a Child Safety and Welfare Policy that supports this. If the post you have applied for involves unsupervised access to children or vulnerable adults further checks will be carried out. We will also confirm your eligibility to work in the UK prior to appointment.

Completed forms should be returned to me by email to info@solwayfirthpartnership.co.uk. Alternatively you can post your application to Solway Firth Partnership, Campbell House, The Crichton, Dumfries DG1 4UQ. Please check the postage required on your application as incorrect postage may lead to your application being delayed and missing the closing date. If you require an acknowledgement of receipt of your application, please enclose a stamped, addressed envelope.

The closing date for receipt of completed application forms is **12.00noon on Wednesday 13 February 2019 with interviews being held on Monday 25 February.**

Thank you for your interest in employment with Solway Firth Partnership. As a charity, we try to keep our administrative costs to a minimum and therefore you will only be contacted if we wish to progress your application. If you have not heard from us by Monday 18 February, you should assume that your application has been unsuccessful on this occasion. However, if you have applied by e-mail, we will endeavour to advise you if you have not been shortlisted.

We look forward to receiving your application in due course.



Clair McFarlan
Partnership Manager

Job Description

Job Title:	SMILE Project Officer
Project:	Solway Marine Information Learning and Environment Project
Location of Job:	Dumfries
Post holder reports to:	Partnership Manager
Hours:	35 hours / week, flexible working (Full-time post, fixed term until 31/12/20)

Overall Purpose of the Job:

The aim of the Solway Marine Information, Learning and Environment (SMILE) Project is to update the 1996 'State of the Solway Review', using innovative communication methods to gather pan-estuary information, learn from stakeholders and promote a better understanding of the Solway Firth ecosystem. The update is required in the light of new demands made on the estuary's resources and in the context of marine planning. The Review will provide some of the evidence by which a sustainable approach to planning and management may be achieved; thereby helping to deliver the ecosystem based marine planning frameworks developed for the Solway.

Main Duties:

The key elements of the SMILE project will be:

- Development and production of a 'State of the Solway' review from gathered information / knowledge in an electronic, updatable, interactive 'Story map' format.
- Development and use of novel methodology for engaging with the public / local communities / sectoral groups around the Solway to both raise awareness of marine planning and to gather local knowledge and information on sectors within the Solway;
- Running sectoral and public workshops, both virtually and physically to gather information / evidence relating to the Solway;
- Establishment and maintenance of good working relationships with stakeholders around the Solway to aid information / evidence gathering;
- Engage with Fishers through the West Coast Regional Inshore Fisheries Group (WCRISG) Solway Subcommittee and contribute towards the WCRIFG Fisheries Management Plan (FMP) which contains specific objectives for the Solway;
- Management and development of engagement with the public through social media, PR and web-based communications including but not limited to Facebook, Twitter, Instagram, Blog and Vlog;

- Engagement with the Marine Management Organisation's Marine Planning Officer for the North West during the development of the Inshore and Offshore Marine Plans for this area, which has the Solway Firth as its northern border.
- Development of working relationships with marine planning bodies in Scotland, England, the Isle of Man, Wales and Northern Ireland.
- Development and engagement with the Severn Estuary Partnership to share knowledge, best practice and working solutions to common cross-border issues;
- Liaison with Local Coastal Partnerships, Scottish Coastal Forum and Regional Marine Planning Partnerships, as appropriate;
- Liaison with appropriate European and International organisations actively working in marine spatial planning to learn from examples of good practice

Personal qualities, skills and experience

1. The SMILE Project Officer will be an enthusiastic, positive and self-motivated person who takes a pride in the quality of their work. The Project Officer will be capable of working on their own, as part of a small team and as a contributor to work involving a wide range of partners.
2. The Project Officer will be an outgoing individual with the confidence to communicate with a wide range of people with a variety of interests. They will be able to build and maintain positive relationships with partners.
3. The post holder will be able to work in an accurate, methodical and organised way while being flexible, receptive to change and new tasks and will have a can do attitude.
4. The post holder will need to demonstrate experience of working in the marine and coastal sector with an excellent understanding of marine and coastal designations, policy and issues and the organisations dealing with them.
5. The post holder will need to demonstrate experience of coastal and marine governance in Scotland and England and an understanding of international aspects of marine spatial planning.
6. The Project Officer will be responsible for organising and managing stakeholder workshops and public events as required throughout the Project.
7. The post holder will have a clear understanding and empathy with the aims of Solway Firth Partnership.
8. The post holder will be confident in use of standard Microsoft software with the ability to use Microsoft Word and PowerPoint. The use and understanding of a variety of social networking media is essential to this position.
9. The post holder will be able to produce clear, well written text in plain English.
10. The SMILE Project Officer will be required to work occasional evenings and weekends and so will need to be flexible enough to accommodate this.
11. The post holder requires a full driving licence and access to a vehicle.

Post criteria

Essential

- A higher qualification, e.g. H.N.C. or Degree, or equivalent relevant experience in marine planning, marine ecology, environmental science or similar
- Excellent understanding of marine and coastal designations, policy and issues and the organisations dealing with them
- Experience of writing, formatting and proof reading complex documents to a high standard and with careful and accurate attention to detail
- Experience of a wide range of social media and their appropriate use for public engagement
- Excellent organisational skills and the ability to work flexibly and independently within a small team, bringing fresh ideas to the job
- Excellent interpersonal skills
- Competence with MS Office packages including MS Word, Excel and PowerPoint
- Full driving licence and access to a vehicle

Desirable

- Experience of coastal and marine governance in Scotland and England and an understanding of international aspects of marine spatial planning
- Project management experience of externally-funded projects – demonstrating ability to achieve agreed outputs and outcomes to specifications
- Knowledge of the social, economic and environmental issues associated with the Solway Firth
- Knowledge and understanding of organisations involved in the management of the Solway Firth
- Knowledge of European funding and reporting requirements
- Competence with GIS and Database use
- Basic level certification from Disclosure Scotland, if appropriate

Key competences

- Enthusiastic, positive and self-motivated person who is aware of personal strengths and takes pride and responsibility for performance at work; responsive to constructive feedback
- Responsible for personal behaviour and is accountable for own actions
- Outgoing individual with the confidence to communicate with a wide range of people with a variety of interests
- Engages and is credible with stakeholders; communicates clear and creative ideas that meet the needs of a range of audiences, ensuring objectives and outcomes are achieved

For further information regarding the post please contact: Clair McFarlan, Solway Firth Partnership Manager, 01387 702161 or info@solwayfirthpartnership.co.uk

Solway Firth Partnership
Campbell House
The Crichton
Bankend Road
Dumfries
DG1 4UQ