

State of the East Coast Review (SEaCoR) Project Manager

Full time: 37.5 hrs per week, 5 weeks holiday pa
Salary: £30–34,000 depending on experience
Based: Scotland
Closing date: 12noon on Monday 13th January 2020
Contract: 12 – 24 months

The SEACOR Project will collate, analyse and publish the combined knowledge of numerous organisations across the public, private and third sectors covering all aspects (Social, Economic and Environmental in their widest contexts) and will form the basis for the future development of regional and local plans and projects to promote the sustainable use of the East Coast of Scotland.

Four Coastal Partnerships (Forth Estuary, Tay Estuary, East Grampian and Moray Firth) have come together to update and expand on previous studies. SEaCoR will have two stages; firstly discovery and data gathering from as wide a collection of stakeholders as feasible; and secondly to interpret, present and publish this as comprehensive “State of the East Coast” reports available at Scottish Marine Region and Local Authority levels, and contribute to Marine Scotland’s national knowledgebase.

The SEACOR Project Manager will:

- Be responsible for overall planning and delivery of the project on time and within budget;
- Lead, manage and actively support a small team of project officers to engage with stakeholder organisations to identify available datasets and also ascertain gaps in their required knowledge;
- Co-ordinate data interpretation, presentation and publication of reports; plus co-ordinate contribution of data to Marine Scotland’s National Marine Atlas and the NMPi interactive resource.
- Compile and publish digital newsletters to disseminate knowledge and insight throughout the project duration.

SEACOR is funded by the Scottish Government and the European Commission through the European Maritime and Fisheries Fund (EMFF). The project is scheduled to complete by the end of 2021 but work could be phased more concurrently to finish earlier eg. if Brexit arrangements necessitate an earlier final grant claim. The Project Manager will be expected to see the project through from commencement to conclusion.

The official project office is near Edinburgh. However we are keen to identify the best candidate for the job, and applicants from any part of the east coast are invited to apply; the Coastal Partnerships have offices in Grangemouth, Dundee, Aberdeen and Inverness.

The role will require some flexibility in working hours due to the stakeholder and public engagement aspects of the project. Frequent travel between the Partnership’s offices and to participating organisations is anticipated.

Candidate requirements:

- Project manager experience. You will have successfully managed a sizeable project from planning to completion over a duration of at least 6 months and involving genuine complexity and scale such as the range of stakeholders, volume of individual tasks, and multiple outputs.
- Team leader experience. You will be accustomed to sharing a vision, setting direction and priorities, planning and overseeing delivery by a team, and providing individual support, coaching and performance management as necessary;
- Your general approach to your work is purposeful, curious, agile and collaborative.
- You are an exemplar for being highly-organised and self-disciplined including respect for deadlines.
- You have a high standard of written and spoken English, and routinely adjust style to meet the needs of the situation and audience.
- You are friendly, outgoing, open, engaging and an effective communicator to personnel at all levels (within Stakeholders, Partnerships and the public) and with a confident telephone manner.
- You have a degree which developed analytical skills and critical thinking.
- You are confident in your IT skills including web search, digital publishing and competence in using Microsoft Office.

The following attributes may be advantageous:

- Passionate about one or more of the following: Scotland, the sea, the coast, adapting to climate change, conserving and enhancing the environment, government, economic development, business success, public service, public recreation and wellbeing; gaining knowledge and insight.
- A successful track record as a team member or leader of projects focussed on information gathering and dissemination.
- Project management accreditation.
- Experience of regular reporting project progress for a grant-funded project.
- Driving licence and use of car (mileage reimbursed)

To apply please email your CV and a covering statement to sharon.waugh@forthestuaryforum.co.uk as soon as possible (by **12noon on Monday 13th January 2020**)

In your covering statement, please explain succinctly in up to six bullet points how you meet the candidate requirements. Please also state your current salary or equivalent and when you are available to start.

