



## **Solway Firth Partnership Manager 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**

*Word version*

**Applicants should 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

**SFP Partnership Manager, £40,000 (Full-time post, permanent post)**

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 electronically in blue or black. 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 along with a covering letter should be returned to me by email to [info@solwayfirthpartnership.co.uk](mailto:info@solwayfirthpartnership.co.uk).

The closing date for receipt of completed application forms is **5.00pm on Monday 28 July 2025 with interviews being held on Tuesday 26 August**. The postholder is likely to start this post in November 2025.

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. We will endeavour to advise you if you have not been shortlisted. However, if you have not heard from us by Thursday 11 September, you should assume that your application has been unsuccessful on this occasion.

We look forward to receiving your application in due course.

Clair McFarlan

Clair McFarlan  
Partnership Manager

## Job Description

<b>Job Title:</b>	<b>SFP Partnership Manager</b>
<b>Location of Job:</b>	<b>Dumfries</b>
<b>Post holder reports to:</b>	<b>SFP Convenor</b>
<b>Hours:</b>	<b>35 hours / week, flexible working (Full-time post)</b>

### **Overall Purpose of the Job:**

The Partnership Manager is the lead officer for Solway Firth Partnership (SFP) and has responsibility for the overall strategic direction of the organisation, Partnership management group meetings, business planning, financial management and personnel. There is scope to develop and deliver exciting new projects on any of the SFP themes including marine planning, marine litter, community initiatives and much more.

### **Main Duties:**

The key elements of the Partnership Managers post will be to:

- Ensure the smooth running of Solway Firth Partnership and related projects on time and within budget
- Communicate and report quarterly and as required to SFP Board of Trustees and SFP Advisory Group
- Support SFP staff to develop and deliver project outcomes including the Solway Coast and Marine Project (SCAMPP) Innovation in Research as funding is released from Dumfries and Galloway Council (through SG Borderlands)
- Contribute to development of a Scottish Marine Planning Partnership for the Solway as required
- Facilitate consultation on issues affecting the marine and coastal area
- Support the networking function of the Partnership including organising cross border meetings, events and conferences
- Maintain regular contact with the Coastal Partnership Network and explore opportunities for funded partnership working on national initiatives including transboundary projects
- Support cohesion between English, Scottish, Manx and Northern Irish fisheries management regimes and contribute to sustainable fishing projects as appropriate
- Provide a means of engagement between existing and prospective offshore renewable energy developers and the local community
- Promote good practice and publicise opportunities for sustainable marine and coastal recreation

- Support opportunities that arise from relevant new initiatives
- Proactively seek funding for new projects, as and when required

### **Personal qualities, skills and experience**

1. The Partnership Manager will be an enthusiastic, positive and self-motivated person who takes a pride in the quality of their work. You will be capable of working on your own, leading the small team and as a contributor to work involving a wide range of partners.
2. The Partnership Manager will be an outgoing individual with the confidence to communicate with a wide range of people with a variety of interests. The Partnership Manager will be able to build and maintain positive relationships with partners.
3. The Partnership Manager will have an excellent understanding of marine and coastal designations, policy and issues; and the organisations dealing with them.
4. The Manager should be able to demonstrate an ability to identify and secure project funding from a range of sources as well as developing and delivering projects, preferably at a community level.
5. The Partnership Manager will monitor new opportunities including developments and grants programmes which may provide opportunities for the Solway.
6. The Partnership Manager should be able to demonstrate experience of maintaining and updating websites and producing E-newsletters and other publications.
7. The Partnership Manager will have good computing skills with the ability to use Microsoft Word, Excel and PowerPoint. A working knowledge of databases would be an advantage.
8. The Partnership Officer will be able to produce clear, well written text in plain English.
9. The dynamic nature of Solway Firth Partnership work means that the Partnership Manager will need to be flexible enough to accommodate change in the pattern of days and hours worked. Additional hours may be required at times, including other work to support Solway Firth Partnership.
10. The Partnership Manager will have empathy with the aims of Solway Firth Partnership and experience of working with independent charitable organisations is preferable.
11. A full driving licence and access to a vehicle is essential in this post.
12. Awareness of Health and Safety responsibilities at an individual and organisational level.

## Post criteria

### Essential

- A relevant qualification (scientific degree or higher – preferably marine / coastal)
- At least 5 years relevant experience
- 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 understanding of marine and coastal conservation, designations, policy and issues and the organisations dealing with them
- Excellent interpersonal skills
- Competence with MS Office packages including MS Word, Excel and PowerPoint
- Full driving licence and access to a vehicle

### Desirable

- 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 and of organisations involved in the management of the area
- Knowledge of funding and reporting requirements
- Experience of coastal and marine governance in Scotland and England
- 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, 07462 664384 or [info@solwayfirthpartnership.co.uk](mailto:info@solwayfirthpartnership.co.uk)**

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