

JOB DESCRIPTION:

Post Title: Assistant Partnership Officer – Berwickshire and Northumberland Marine Nature Partnership		Director/Service/Sector: Place/Planning Strategy/Environment and Design		Office Use
Grade: 5		Workplace: County Hall (Morpeth) with options for agile working at other Northumberland County Council sites or from home		JE ref:4545 HRMS ref:
Responsible to: Partnership Officer - Berwickshire and Northumberland Marine Nature Partnership (jd 383)		Date:	Manager Level: 7	
Job Purpose: To support the Partnership Officer in delivering the work programme for the Berwickshire and Northumberland Marine Nature Partnership, to assist with partnership communications and coordination, help with the delivery and development of projects, promote and champion the sustainable use of the sea and estuaries from Tynemouth to Fast Castle Head among a range of stakeholders, and represent the Marine Nature Partnership at meetings and events where appropriate.				
Resources		Staff	Management of student placements and of volunteers and volunteer groups	
		Finance	Small-scale project expenditure (less than £10,000)	
		Physical	Run outdoor events and carry out coastal survey and monitoring work. Operate information systems relating to the Marine Nature Partnership and its projects	
		Clients	Public Bodies, port and harbour authorities, eNGOs, community groups, educational institutions, sea-user groups and individuals who interact with Marine Protected Areas (MPAs) across Berwickshire, Northumberland and North Tyneside.	
Duties and key result areas: <ul style="list-style-type: none">Assist the Partnership Officer in maintaining effective communications between the Marine Nature Partnership and its members through setting up and running meetings and events, producing e-communications and update bulletins, liaising with partner organisations, and helping to maintain and update the Partnership’s website and online Marine Protected Area (MPA) toolkitAssist with the collation of data and evidence to assess success in delivery of the Management Scheme for the inshore MPAs found between the River Tyne in England and Fast Castle Head in ScotlandRepresent the Marine Nature Partnership in external meeting or events as requiredContribute to the development, delivery and promotion of the Marine Nature Partnership’s current Citizen Science activities (rocky shore condition monitoring, Eider Duck monitoring, and CoastSnap photo-monitoring of coastal change) and work with the public and with other Citizen Science or data gathering initiatives to increase the number of people involved with collecting data about our local marine environmentPromote the importance of our local marine environment and our suite of inshore Marine Protected Areas (MPAs) and help to raise awareness about the pressures on these; commission and/or produce new engagement and outreach material as necessaryContribute towards the organisation and delivery of outreach events such as our annual ‘Eider Duck Day’ celebrationProduce social media content to promote the work of the Marine Nature Partnership and to engage the public over issues of marine managementPromote Marine Nature Partnership publications such as The Wild Recreation Guide and the Marine Invasive Non-Native Species Strategy for Berwickshire, Northumberland and North Tyneside; assist with the updating of existing documents and the production of new documents as appropriateAssist with the scoping and development of new projects and funding bids				
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
Work Arrangements				

Physical requirements: Ability to work outdoors in physically demanding terrain and harsh environments, ability to drive long distances

Transport requirements: Own car required, with regular travel throughout Berwickshire, Northumberland and North Tyneside

Working patterns: Some work outside office hours and lone working

Working conditions: Office and site based, in the full range of weather conditions. Occasional working within partner organisations and volunteers.

PERSON SPECIFICATION

Post Title: Assistant Partnership Officer – Berwickshire and Northumberland Marine Nature Partnership		Director/Service/Sector: Place/Planning/Environment and Design	Ref:
Essential	Desirable		Assess by
Knowledge and Qualifications			
<p>A degree, apprenticeship or relevant training or experience in the marine or environmental sectors.</p> <p>A good knowledge of the current conservation issues and pressures faced by the marine and coastal environment.</p> <p>An understanding of the main principles of Ocean Literacy and of the importance of maintaining a healthy Ocean.</p>	<p>Knowledge of the various types of Marine Protected Areas in UK seas.</p> <p>Awareness of the main legislation, policies and drivers that influence marine management in the UK.</p> <p>Knowledge of the range of marine and coastal stakeholders involved in marine management in the UK.</p> <p>An understanding of the types of management interventions used to maintain or restore marine and coastal habitats.</p>	a, i , r	
Experience			
<p>Experience of working or volunteering in the marine or environmental sectors.</p> <p>Experience of working with or recruiting volunteers.</p> <p>Experience of input into the organisation or running of events.</p> <p>Experience in working in partnership to achieve shared conservation objectives or deliver specific projects.</p>	<p>Experience of producing environmental education or outreach materials.</p> <p>Experience of engaging local communities and stakeholder groups.</p> <p>Experiencing of collating or analysing environmental data.</p>	a, i , r	
Skills and competencies			
<p>Good communication skills (written and verbal) and an ability to engage with people from a wide range of backgrounds</p> <p>Ability to develop and foster working relationships and develop rapport with a people from a range of backgrounds.</p> <p>Excellent prioritisation and time management skills with an ability to manage workloads.</p> <p>Ability to work independently with minimal supervision as well as part of a team.</p>	<p>Understanding of the different types of data and evidence collected in the coastal and marine environment and how these might inform marine management.</p> <p>Field identification skills for a range of the more common marine and coastal habitats and species occurring in Berwickshire, Northumberland and North Tyneside.</p> <p>Experience of using GIS software.</p> <p>Use of WordPress or other web-content management software.</p>	a, i , r	

Excellent IT skills, including experience of Microsoft Office software.		
Physical, mental and emotional demands		
<p>Ability to work out of doors and in difficult conditions.</p> <p>Ability to travel to locations throughout Berwickshire, Northumberland and North Tyneside.</p> <p>Self-motivated with the ability to work remotely.</p> <p>Willingness to work outside normal office hours.</p>		a, i
Other		
Possession of a full driving licence and use of a vehicle that can be used for work purposes.	Interest in nature conservation	a, i

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits