### Marine Projects Manager

|  |  |  |  |
| --- | --- | --- | --- |
| **Job grade** | **Level 4 - Professional Level 2 (London)** | **Reports to** | **Senior Project Manager** |
| **Directorate** | **Conservation & Policy** | **Function** | **Aquatic Species & Policy** |
| **Contract** | **12 months full-time/fixed term** | **Location** | **Regent’s Park** |

**Responsibility for resources**

|  |  |  |  |
| --- | --- | --- | --- |
| **Direct line reports** | **N/A** | **Responsibility for other resources** |  |
| **Financial resources** | No direct financial responsibility but will be involved in budget management. |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

ZSL is looking to hire a Marine Projects Manager to join our Aquatic Species & Policy team, which sits in the Conservation & Policy Department. The post is for a full-time 12-month fixed term contract, with flexibility regarding working from home or within the ZSL London Office, but regular travel to London and Wales, and occasional international travel will be required. The successful candidate will work primarily across two projects - the Angel Shark Project and Project SIARC – though there may be responsibilities associated with other activities.

Background on the Angel Shark Project:

The Angel Shark Project (ASP) is a multidisciplinary collaboration that collects ecological and population data whilst engaging with local communities, researchers, and governments to secure the future of Critically Endangered angel sharks throughout their range. The core ASP project partners are Leibniz Institute for the Analysis of Biodiversity Change (LIB), Universidad de Las Palmas de Gran Canaria (ULPGC) and Zoological Society of London (ZSL) with further partners and collaborators across seven regional projects.

Background on Project SIARC:

The marine environment in Wales is teeming with life, featuring diverse fish communities including little-studied species of shark, skate and ray (elasmobranchs) of conservation importance. Project SIARC (Sharks Inspiring Action and Research with Communities) works to catalyse links between fishers, researchers, communities and government to collaborate and safeguard elasmobranchs and support a green recovery in Wales. Project SIARC is a collaborative project, led by ZSL and Natural Resources Wales (NRW), with the support of Welsh Government’s Nature Networks Fund. Twelve additional organisations sit on the Project SIARC Steering Group, who provide advice or deliver specific elements of the work.

**Key responsibilities**

The Marine Projects Coordinator supports the two project leads with the delivery of objectives to time and budget. This includes the following key responsibilities:

* Project implementation, deliverables, monitoring evaluation & learning (MEL) plan, inclusive community engagement and events, in line with grant contract, work plan and project budget.
* Adopting an equitable, systems change and values-based approaches in project design and delivery.
* Ensuring project finances are kept up to date and accurate, working closely with project leads and ZSL’s finance team.
* Compilation of technical and financial reports to satisfy ZSL or donor requirements.
* Supports writing project specific funding applications to continue grant-funded work and building budgets for funding applications.
* Development of communications outputs, including presentations, press releases, blogs, articles, infographics, website content and social media posts.
* Represent ZSL at technical meetings contributing specialist knowledge and maintain good working relations with existing partners, funders and stakeholders and as required build new relationships to support project delivery.
* Coordinate the Angel Shark Conservation Network, organising quarterly meetings, creating eBulletins and organising ad hoc workshops, as needed.
* Manage the Angel Shark Sightings Map, including the dissemination of outputs, any development work for the site and validation of the data, as and when necessary.
* Coordinate the Project SIARC research group, including the organising of meetings, sharing of outputs and minutes.
* Coordinate the updating of the Wales Angelshark Action Plan.

The duties and responsibilities described are not a comprehensive list and additional tasks

may be assigned from time to time that are in line with the level of the role.

**Person Specification**

|  |  |
| --- | --- |
| Experience | |
| Essential | * Experience supporting complex conservation projects in line with funder requirements. * Experience in financial management and reporting. * Experience of building relationships with relevant actors and decision makers. * Demonstrated knowledge and experience using project management processes. * Proven ability to work effectively with teams and building trust with local community groups, including remotely. * Knowledge of the process of funding applications for grant funding. |
| Desirable | * Prior experience working in Wales * Basic use of the Welsh Language * Experience in understanding, synthesising and communicating complex ideas in understandable terms between relevant parties |
| Knowledge and skills | |
| Essential | * Excellent organisational skills and attention to detail. * Self-motivated, and particularly good at problem solving. * Excellent communication and interpersonal skills. * Strong written communication, with experience in writing for different audiences (technical report writing, social media, literature aimed at different ages etc.). * Competent with Word, Excel and PowerPoint or equivalent software packages. * Ability to effectively build and develop relationships with a wide range of cross‐sectoral people and representatives. * Excellent time management skills, including the ability to respond quickly to demands, effectively prioritise and meet deadlines, and work in a fast‐paced environment. * Ability to manage competing priorities is vital. |
| Desirable | * A good grasp of relevant conservation issues in Wales and the marine environment. * Good knowledge and understanding of marine conservation science and policy. * Experience of updating website content. |
| Additional requirements | |
| Essential | * This post is a blended role for office and home working; regular travel to London and Wales will be required with the possibility of occasional international travel. * Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical). * A commitment to professional self-development, through participation in self- learning and training as necessary to carry out the role. * Build and maintain relationships with a wide network of relevant actors, including focal communities, local groups, businesses, policy makers and other organisations to maintain and support engagement and action. * The work may involve dealing with conflict and controversial or politically sensitive issues. * To comply with and promote Health and Safety policies and procedures * Flexibility is important; the post holder needs to be able to respond to changing priorities as required. |
| Desirable | * Candidate based within commuting distance to ZSL offices in London |