



Kent Wildlife Trust

Kent Wildlife Trust is one of the largest of the 47 Wildlife Trusts, which together make up the Wildlife Trusts Partnership. We are supported and governed by our 31,000 members, and have the simple aim of protecting Kent's wildlife for the future. To this end, we own or manage 64 nature reserves covering 7,500 acres; we campaign and lobby politicians, decision makers and landowners to ensure site protection and good habitat management; and we run a full programme of education work with schools, colleges and adult groups. The Trust also has five Visitor Centres.

The Trust operates from its headquarters at Tyland Barn, just north of Maidstone. The 85 professional and support staff work within five sections of Reserves; Conservation, Policy & Evidence; People Engagement; Marketing and Membership and Finance and Support Services.

Visit our website to see the range of our activities – www.kentwildlifetrust.org.uk

Assistant Marine Officer

The seas around the South East of England support a rich biodiversity, with important but often under-regarded assemblages of species. Yet these are amongst the busiest sea areas in the world and this biodiversity is under pressure from fisheries, and for development of wind farms, marinas, dredging and other activities.

The Marine and Coastal Access Act 2009 presents an opportunity for protecting marine biodiversity through the development of a network of Marine Conservation Zones, and Kent Wildlife Trust is actively involved in influencing the successful implementation of this network. To assist with this work, the Trust requires a part-time Marine Officer to support our Senior Marine Policy Officer in:

- Gathering data on marine habitats and species; and
- Raising public awareness of the richness, importance and vulnerability of the South East's marine wildlife.

The post is based in Kent, but works with marine colleagues in neighbouring Wildlife Trusts as part of the South East Living Seas Team, and provides support to Surrey Wildlife Trust with raising awareness of marine issues.

JOB DESCRIPTION

Job Title: Assistant Marine Officer
Function: Marine data gathering and awareness raising activities.
Responsible to: Marine Policy Officer
Responsible for: No line management responsibilities

1 Principal Duties

Wildlife information

1. To develop, co-ordinate and deliver Kent Wildlife Trust marine initiatives including Kent Seasearch (diver) and Kent Shoresearch (intertidal) survey programmes, to gather evidence to support marine conservation, in particular Marine Conservation Zones and other Marine Protected Areas.
2. To work with partners in the PANACHE Interreg project to develop and deliver new survey methodologies, recording and guidance materials taking a particular lead on intertidal surveys, building on the Trust's existing Shoresearch experience.
3. To work with other staff to develop volunteering capacity and promote participation in Seasearch and Shoresearch surveys and to maintain volunteer records.
4. To manage the Trust's marine survey data and to work alongside other marine agencies and projects, including Natural England, Kent and Essex IFCA, Kent County Council, coastal partnership projects, and the Kent and Medway Biological Records Centre, in order to ensure information and expertise is shared for the benefit of marine conservation.
5. To contribute to fundraising proposals for the Trust's marine survey initiatives, and to deliver reporting commitments.

Public awareness and education

6. To help raise the public profile of the need for effective Marine Protected Areas and other marine conservation issues through press and promotional activity, including giving talks to local groups.
7. To support the campaign on and promotion of Marine Protected Areas and other key marine issues as part of the Wildlife Trusts' national, regional and local marine activities.
8. To develop and produce educational, interpretive and audio-visual resources to raise awareness of marine wildlife and conservation issues, for use by Kent Wildlife Trust, and to work with other Wildlife Trusts on the development and use of similar resources. To provide support to Surrey Wildlife Trust in development of marine awareness activity.
9. To work with Kent Wildlife Trust's people engagement staff and organise, develop, promote and help run events during The Wildlife Trusts' National Marine Week and Kent Coastal Week.
10. To assist in the development and maintenance of the Kent Marine web pages as part of the existing Kent Wildlife Trust website.
11. To abide by Trust procedures and policies, in particular Health and Safety and Equal Opportunities.
12. To promote the Trust wherever possible, in particular recruiting new members and acting as an ambassador for our vision and values.
13. To undertake additional duties commensurate with the post as may reasonably be requested.

2 Skills, Knowledge & Experience

| | Essential | Desirable |
|---|-----------|-----------|
| Educated to degree level or equivalent in a relevant subject. | | √ |
| An understanding of surveying methods and preferably experience of Seasearch surveying. | √ | |
| An appreciation of the Wildlife Trusts' Living Seas vision and Marine Protected Areas. | | √ |
| Familiarity with, and ability to identify, UK marine flora and fauna. | √ | |
| An understanding of the marine habitats and species occurring in Kent. | | √ |
| An understanding of biological recording and data storage and management methods such as Marine Recorder. | | √ |
| Experience of marine biological recording, either professionally or as a volunteer. | | √ |
| Qualified diver (the job specifically does not include diving, but knowledge of diving practices and illnesses is required). | √ | |
| Qualified to plan and marshal dives. | √ | |
| Understanding of health and safety issues associated with recreational diving. | √ | |
| An ability to communicate with and enthuse others. | √ | |
| Experience of public speaking and working with the media. | | √ |
| Experience of training or educational work, either professionally or as a volunteer. | | √ |
| Demonstrable ability to work as part of a close team. | √ | |
| A current driving licence and access to a motor vehicle. | √ | |
| Personal Qualities | | |
| A mature, professional and result-orientated approach to work. | √ | |
| Self-disciplined and organised. | √ | |
| Well presented, approachable and confident. | √ | |
| A team player coupled with an ability to use initiative. | √ | |

3 Other Considerations

1. The appointment is offered as part time.
2. The post is funded through Interreg until December 2014 and continuation is dependent on securing further funding, so is contracted for 2 years in the first instance.
3. The appointment is subject to a six month probationary period.
4. No person shall be treated less favourably than another on the grounds of sex, sexual orientation marital status, race, ethnic or national origin, religion, colour, age or disability.
5. Appointment is conditional upon receipt of satisfactory references.
6. All staff share a common duty to recruit members and volunteers, and enhance the good reputation of the Trust whenever the opportunity arises.
7. KWT aims actively to enhance, wherever possible, the opportunities for people with disabilities to experience, understand and enjoy the natural environment. All staff share the responsibility in achieving this. Further information is available from the Head of People Engagement.
8. Under Section 7 of the Health and Safety at Work Act 1974, all staff have a legal responsibility to:
 - a. take all reasonable care of their health and safety while at work
 - b. ensure as far as reasonably practicable the safety of other persons, whether other employees or members of the public, who may be adversely affected by their own actions

- c. co-operate with the Trust to enable it to discharge its obligations satisfactorily.



4 Employment Package

This is a part-time post at 3 days (22.5 hours) per week. However, hours will vary depending on the season and other factors (see below).

All posts within the Trust operate within pay bands. The relevant band for the Assistant Marine Officer is Points 11 – 17, currently £21,254 - £25,778 (*pro rata* £12,752 - £15,466), with annual increments of circa £700 (*pro rata* £350). The point on the scale at which applicants start will depend on skills and experience. Finances permitting, these bands are updated once a year to allow for the rate of inflation. Incremental rises also happen annually depending on available finances and performance.

Normal KWT office hours are 9.00 am to 5.30 pm (including an hour for lunch), 5 days per week. **The job will also involve frequent weekend and some evening working, to deliver events, courses and talks.** Travel to France or distant locations in the UK may require overnight stays. Overtime is not paid, but time may be taken off in lieu. The KWT holiday allowance is 23 days a year plus 8 days' statutory holidays (*pro rata* 13.8 days plus 4.8 days statutory holidays).

After 3 months in post, staff are eligible to join the Trust's pension scheme. The Trust will contribute 9% of gross salary provided the employee contributes a minimum of 4%.

You may be required to complete time sheets.

Applications

Applicants should read the Guidance Notes carefully before completing the application form - clearly and in black ink please [for copying purposes].

Please DO NOT send your CV.

If you wish to discuss this post, please telephone Bryony Chapman, Marine Policy Officer, or Sue Young, Head of Conservation, Policy and Evidence, on 01622 662012.

The closing date for applications is noon on Monday 21st January 2013

Interviews

Interviews will be held on **Tuesday 29th January 2013** at Tyland Barn, the Trust's headquarters near Maidstone and will include a short presentation by candidates.

After the interview candidates will be given a tour of the offices and have the opportunity to meet with staff.