

Information Pack

Policy Officer – Marine Protected Areas

**28 to 35 hours per week considered
(permanent contract)**

Up to £32,500 (dependent on experience)

(Can be home-based in the UK with frequent travel to London)



We work to protect our ocean, and all that depend on it, the wildlife, the people, and now, our planet.

There are currently over 370 Marine Protected Areas across UK seas which means 38% of UK waters are considered to be protected.

Many of the UK's MPAs are dubbed 'paper parks': their protections are little more than lines on a map. For these sites to be truly effective, they must be properly managed. This means banning damaging activity from certain sites, like bottom trawling vital seabed habitats. We need governments to lead with proper regulation, controls, enforcement and monitoring.

We are growing our specialist team and are looking for a **Policy Officer for MPA's** to give underpinning knowledge and research that will be used across the organisation in our advocacy and campaigns that will achieve real protection for our MPA's.

Policy development: Experience of developing conservation or environmental management policy. Can demonstrate an understanding of UK conservation legislation as it applied to the marine environment, and you can apply your knowledge of current UK MPA management delivery.

Stakeholder engagement and communication: Can show your experience of working with government agencies such as Defra, MMO, JNCC, Natural England, IFCA's, and our devolved administrations, and your flexibility of approach for best effect. Verbal and written communication skills that work across a wide range of audiences.

Working with us: Takes a people-centric approach, is a problem-solver who supports others, and will enjoy working with a team who are passionate advocates for our ocean and environment. We are looking for people who demonstrate our values, but who also contribute their own perspectives and experiences to add to our knowledge and our culture.

Ready to dive in?

We understand that the application process can be difficult if you have a condition or disability that you live with. We want to make it as easy as possible for you to shine during your application process, so please let us know what we can do to accommodate you.

If you would like to contact us to request an adjustment that would support you fully taking part in a recruitment process, please contact us at hr@mcsuk.org

Read on through this pack – there's lots more detail on the role and what to put in your motivation statement.

The closing date for applications is Tuesday 31 May 2022

Policy Officer – Marine Protected Areas

Reports to: Principal Specialist - MPA

Line Management: None to this role

Overall purpose and objective

To develop, maintain and deliver our Marine Protected Area (MPA) policy and campaigns.

Key responsibilities

- Develop, communicate and support implementation of our MPA Policy.
- Lead & support UK MPA designation & management campaigns and advocacy.
- Develop positive working relationships with UK civil service & regulators, including Defra, MMO, JNCC, the IFCAs and Natural England, and support devolved equivalents in partnership with MCS country leads in Scotland & Wales to support MPA designation and management.
- Support advocacy for MPA designation and management in the UK Overseas Territories (UKOT)

Main duties

Develop, communicate and support implementation of our MPA Policy

- Keep up to date on pan UK and international MPA literature and policy, to maintain and develop the MPA policy.
- Coordinate the development of MPA Policy in relation to marine industries within MPAs including marine renewable energy development, fishing and aquaculture in collaboration with the MPA Manager, the Fisheries and Aquaculture Team, and leads for the Devolved Nations.
- Promote MPA policy to key stakeholders including government, industry and other stakeholder groups.
- Lead or support responses to MPA consultations from Governments of the UK and the UKOTs.
- Provide technical and policy guidance to the MPA Principal Specialist and relevant MCS Heads of Departments, including the Heads of Conservation in Scotland and Wales.
- Provide policy advice in support of any legal work undertaken by MCS to challenge Governments and competent authorities regarding MPA management.
- Support the MPA Principal Specialist & relevant country colleagues in various aspects of MPA work.
- Support responses to public and media enquiries regarding MPAs.
- Report to internal meetings to deliver updates on MPA advocacy, campaigns and policy development.
- Represent MCS on Wildlife and Countryside Link Marine Group (and develop Link groups where and when necessary) on MPA matters.
- Represent MCS at appropriate national and international conferences and fora.

Lead UK MPA designation and management campaigns and advocacy.

- Lead MPA campaign actions with Head of Communications and Campaigns & support devolved countries with associated campaigns.
- Maintain the MPA webpages and develop associated work with MPA Principal Specialist and relevant Heads of Departments.

Develop positive working relationships with UK civil service & regulators

- Maintain a regular schedule of meetings with Government agencies such as Defra, MMO, JNCC, Natural England, the IFCAs and devolved administrations where appropriate to promote and discuss MPA position and adapt where necessary.

Support advocacy for MPA designation and management in the North East Atlantic and the UK Overseas Territories (UKOTs).

- Provide technical and policy support to the Head of Ocean Recovery and UKOT Conservation Officer regarding MPA designation and management in the UKOTs.
- Provide technical and policy support to the MPA Principal Specialist regarding MPA designation and management in the North East Atlantic.

General

Role may include occasional travel to our offices (Ross-on-Wye, London and/or Edinburgh) and it would be beneficial to attend our outdoor events in person.

All colleagues are required to act responsibly in terms of the health, safety and welfare of yourself and colleagues in accordance with our Health & Safety Policy and Procedures, and the policies as set out in the Employee Handbook.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders may be requested to undertake other reasonable duties and responsibilities relevant to the nature, level and scope of the post as advised by their Line Manager.

Person specification

Knowledge & Experience (what you know) - Essentials	
Evidence of developing and advocating conservation or environmental management policy. Can demonstrate understanding of UK conservation legislation particularly to the marine environment. Can apply sufficient understanding of current UK MPA management delivery. Knowledge and experience of UK marine conservation issues, legislation and competent authorities – may be through experience or from qualifications. A demonstrated understanding of the importance of stakeholder engagement for effective conservation. Track record of project planning and project management that delivers on time and within budget.	
Desirable	Experience of data collection and analysis skills Working with volunteers and/or students Working collaboratively or in partnership with other organisations. Experience of running or coordinating campaigns.

Skills & Competencies (how you do it) - Essentials
Confident database management skills. Able to develop productive and positive working relationships with a network of stakeholders. Good written and spoken communications skills that can adapt across a range of audiences.

Personal Qualities (what you bring)
A personal style in line with our values: <i>We are brave, credible, positive and solutions-focused. We have integrity and are a community.</i> A passionate and committed interest in communicating with varied audiences to achieve a positive and active response. A desire to promote positive change and seek ongoing improvement in the marine environment. An ability to positively interact and work closely with a wide variety of individuals and teams Explores problems to find solutions, and responds well to challenges Can work independently, but recognises when to seek assistance A good team player, recognises where support is required and is able to prioritise effectively to help in all aspects of work Is committed to providing an excellent service to their colleagues

How to apply

Please submit your application directly to hr@mcsuk.org If you would like to contact us to request an adjustment that would support you fully taking part in a recruitment process please contact us at hr@mcsuk.org

What we need to see

Your CV –We would prefer that you removed your personal information like photographs, contact information, name and age from your CV.

A motivation statement - tell us how your experience meets the role requirements by referring closely to both the job description and the person specification. Include examples of your work or experiences which show how you will meet the job criteria and person specification and what skills you bring which would make you successful in the role.

Your **motivation statement** should also let us know what inspired you to apply for this role with us – tell us what it is about our work that attracted you to the organisation and the position.

We find that stronger applications have this statement – to give yourself the best opportunity for this role, please ensure you include it. No need to write pages, one side of A4 would be perfect, two would be more than enough so try to limit yourself.

We understand that the application process can be difficult if you have a condition or disability that you live with. We want to make it as easy as possible for you to shine during your application process, so please let us know what we can do to accommodate you.

Selection process

If you're invited to an interview, you may be requested to prepare a task in advance, or take part in a group activity as part of the assessment process – we'll let you have all the details in the invitation to interview. We will also invite you to talk to us about any reasonable adjustments which would support you in fully taking part in the interview process.

The legal bit

If you're successful, all offers of employment are conditional, subject to the following:

- We are not licensed to issue work permits so candidates are required to provide proof of eligibility to work in the UK and will be required to present original documents if invited for interview. Information on what you'll need to show will be provided as part of the invitation to attend an interview but you can read more on the Home Office UK Border Agency website: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>
- receipt of two references which are satisfactory to MCS
- your driving licence and insurance, if using a vehicle is an integral part of your role

Key dates

Closing Date:

Tuesday 31 May 2022

Interviews:

Week commencing 13 June 2022

Our Vision



Our vision

Seas full of life - seas and coasts where nature flourishes and people thrive.

Our mission

To lead political, cultural and social change for healthy seas and coasts that support abundant marine wildlife, sustainable livelihoods and enjoyment for all.

Who we are

Our scientists, campaigners, volunteers, advocates, data experts, fundraisers, divers and researchers are all passionate about creating a sustainable future for our seas.

What we stand for

Science and people - our staff, volunteers, supporters and partners - are at the heart of everything we do.

We act because everyone relies on the ocean to survive, from the air we breathe to the food we eat. By helping people to discover, value and enjoy being connected to our seas, we can all make better decisions today, which will ensure seas full of life for future generations.

We believe in fair, open and accountable democratic institutions, in an inspired and engaged society that values the sea and in businesses that are sustainable.

We are committed to being inclusive and promoting diversity.

What we need to achieve

We need to stop taking too much out of our seas – MCS will work to ensure sustainable use of the seas by minimising harm when we harvest resources, for example, through fishing.

We need to stop putting too much into our seas – MCS will work to prevent and clean up marine litter and pollution, and to minimise damage from development and climate change.



Working with MCS

Hours of work	Our normal full-time working week is 35 hours. We offer Time Off in Lieu (TOIL) where you may have been required to work in excess of your standard hours and we have a flexible approach to our daily start and finish times in order to support you in balancing your work and home life.
Annual leave	We offer 25 days annual leave per annum increasing with service to 30 days. Bank Holidays are additional and all entitlements are pro rated for part-time or fixed term contracts. Your entitlement to leave increases with service, to a maximum of 30 days after 10 years with us. We also close between Christmas and New Year which can be extra to your annual leave entitlement.
Work/Life Balance	We are supportive of flexible working practices and aim to help you balance your role with your home life. We give you a day to take for your own volunteering. Our offices have a relaxed dress code.
Occupational sick pay	MCS seeks to support our team members when they have periods of sickness and once through the probationary period you are entitled to occupational sick pay equivalent to 8 weeks at full pay followed by 8 weeks at half-pay in any rolling year (pro-rated for part-time or fixed-term contracts)
Learning & development	MCS recognises that its employees are fundamental to its success, and seeks to provide an outstanding and distinctive social and working environment in which both the organisation and its employees can flourish and achieve their full potential. We seek to employ and develop high calibre and high-performing staff in order to meet our strategic objectives.
Pension & Benefits	We will auto-enrol all employees into our stakeholder pension scheme after 3 months' service. On a monthly basis, MCS will contribute the equivalent of 6% of your annual salary into our scheme, with you contributing 2%. You may choose to make personal contributions when you commence employment with us, and at any time from then. We are part of the Cycle Scheme to help you buy a bike using salary sacrifice. Our office in Ross-on-Wye has free parking.

Equality & Diversity at MCS

Everyone can expect to be treated with consideration and respect and MCS is committed to providing an inclusive environment for all. Good working relationships release the full potential, creativity and productivity of each individual, in an atmosphere where everyone can learn and work without prejudice, discrimination, harassment or violence.

MCS is an equal opportunities employer, welcoming applications from all sections of the community, particularly those that are under-represented in environmental and charity sectors.

Registered Charity No: 1004005 (England & Wales) SC037480 (Scotland)
Registered Office: Overross House, Ross Park, Ross-on-Wye, HR9 7US