



Job Description

Job title:	MARINE Fund Cymru Development Manager
Responsible to:	Head of Grants & Income
Group(s):	Invest
Activities:	Grants, Income Generation
Salary:	£36,019 increasing to £38,009 per annum following successful completion of a six- month probationary period.
Base:	WCVA operates a hybrid and flexible working policy which means our people can work a proportion of their time at our offices or remotely (including at home). We are a pan Wales organisation with office hubs in Aberystwyth, Cardiff and Rhyl that staff can utilise. There will be a requirement to attend some specific staff events and work engagements at our offices.
Annual Leave:	25 days per annum, plus bank holidays, plus five discretionary days (pro rata)
Travel:	Use of public transport is preferred; when this is not convenient staff may use their own vehicles or the car rental system. Mileage rates are paid in accordance with recommended Inland Revenue rates
Hours:	35 hours per week; flexibly.

This post is funded by Welsh Government. MARINE Fund Cymru is an initiative of the Coast and Seas Partnership (CaSP)

Superannuation: The post will attract a contribution of 9% of annual salary to WCVA's approved pension scheme.

Language category: Desirable.

PURPOSE

Within our Invest group you will provide lead on the development of an exciting new fund, MARINE Fund Cymru.

MARINE Fund Cymru will attract investment from developers in Wales and will then be invested in programmes and projects that enable, maintain and enhance the resilience of marine and coastal ecosystems for the long term, facilitating the delivery of wider benefits to individuals, communities and businesses. This will support our vision of Welsh seas that are clean, healthy, safe, productive and biologically diverse.

MAIN DUTIES

- Co-ordinate partners' input into the development of the Fund
- Liaise with and manage the relationship with developers and other stakeholders
- Actively engage new potential investors and build relationships
- Design and implement the suite of materials to support the grant making process – Including the full scheme guidance document
- Lead on the creation of branding and publicity of the fund – working in partnership with Natural Resources Wales
- Lead the recruitment for steering group and grant making panel members
- Provide regular updates to the steering group and wider stakeholders
- Work within the governance framework to ensure fairness and transparency

This is not an exhaustive list. The post holder may be asked to carry out additional duties from time to time or, as required, by the developing needs of the service or organisation.

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PERSON SPECIFICATION

The following are *essential skills* - Candidates who do not demonstrate how they meet the following skills in their application will not be short listed

1. Experience in the implementation, management and continuous improvement of efficient operational systems and processes including the development of online grant application and management systems
2. Knowledge of key Marine policy areas in Wales and methods of delivery via projects
3. An ability to work on your own initiative with an adaptable attitude towards altering work plans at short notice to meet changes in priorities
4. Experience of managing stakeholder relationships, maintaining maximum support from stakeholders/partners
5. Experience of providing advice and training to organisations on funding and project management best practice
6. Experience of and confidence in working stakeholders from various sectors
7. Good IT skills
8. A commitment to promoting a culture where discrimination is eliminated and to provide an environment of equal opportunities where everyone recognises the positive contribution a diverse workforce and community can make

The following are *desirable skills* (these skills are preferable, and would enhance the application)

1. The ability to communicate in Welsh would be desirable; the appointed candidate is expected to display an awareness of and support compliance with the Welsh Language Standards.
2. Project Management skills

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