



Job description

Job title:	MARINE Fund Cymru Development Manager
Responsible to:	Head of Grants & Income
Group(s):	Invest
Activities:	Grants, Income Generation
Salary:	WCVA Grade D: £36,019 - £38,009 per annum
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
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

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Hours: 35 hours per week, flexibly

Superannuation: WCVA will contribute 9% of annual salary to WCVA's approved pension scheme

Welsh language category: Desirable

CONTEXT & PURPOSE

Through the [Wales Coasts and Seas Partnership](#), WCVA has worked with partners including Welsh Government, Natural Resources Wales, RSPB and Marine Conservation Society to develop a marine environmental enhancement fund (MARINE fund Cymru) to support our vision of Welsh seas that are clean, healthy, safe, productive and biologically diverse.

This post will be hosted by WCVA but will work with this wider group of stakeholders.

This exciting, ground breaking role will work with an expert group of stakeholders, co-ordinating its further development and establishing MARINE Fund Cymru as a long term fund that delivers meaningful improvements in the health and enhancement of Welsh coasts and seas.

Whilst the role is currently funded by Welsh Government for three years, it is anticipated that during this period, as the fund grows, the post will become part of a permanent team.

MARINE Fund Cymru will attract private investment which will then be used to support programmes and projects that enable, maintain and enhance the resilience of marine and coastal ecosystems in Wales for the long term, facilitating the delivery of wider benefits to individuals, communities and businesses. The MARINE Fund Cymru Manager will play a key role in identifying opportunities and ensuring that the objectives of the fund are

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met.

A lot of work has already taken place to develop the fund and you'll work within a team of grant giving experts, so if you are interested in the role but have any questions about the job description, please get in touch with Catherine Miller, Head of Grants & Income, on 01745 357 596 cmiller@wcva.cymru, for an unbiased and informal chat.

We would be happy to discuss possible secondments for this role.

MAIN DUTIES

- Liaise with and manage the relationship with potential investors, including developers and other donors
- Actively engage with potential investors and build relationships
- Work with the fund steering group to develop a clear and prioritised portfolio of programmes and projects that will deliver the overall objectives of the fund
- As a part of WCVA's Grants Team, design and implement the suite of materials to support the grant making process
- Lead on the creation of branding and publicity of the fund
- Lead the recruitment for steering group and grant making panel members
- Provide regular updates to the steering group and wider stakeholders
- Set up a governance structure to work with Wales's Coast and Seas Partnership to continue the development of MARINE Fund Cymru
- 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. Some knowledge of key marine policy areas in Wales and an understanding of delivering marine and coastal environmental improvements through programmes and projects
2. An ability to work on your own initiative with an adaptable attitude towards altering work plans at short notice to meet changes in priorities
3. Experience of managing stakeholder relationships, maintaining maximum support from stakeholders/partners
4. Experience of and confidence in working with stakeholders from various sectors
5. Demonstrable proficiency with Microsoft Office, enabling efficient working
6. 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
7. A commitment to WCVA's purpose

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. Experience of working in marine and environmental funding sector

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