

Job Description

Job Title:	Project Officer – Allonby Bay (Marine Science & Engagement)
Weekly Hours:	35
Based At:	Allonby Bay/Carlisle (Option to work some hours from home, with office space available at Gosling Sike, Carlisle)
Reports To:	Head of Marine Conservation

Job Purpose:

The Project Officer will lead the delivery, coordination, and scientific engagement elements of Cumbria Wildlife Trust's Allonby Bay project, supporting the long-term success of England's first Highly Protected Marine Area (HPMA), designated in 2023.

The role will focus on:

- Developing and delivering the citizen science and marine monitoring programme
- Working closely with key sea user groups
- Managing project delivery, reporting, and partnerships

Key responsibilities

1. Citizen science & marine monitoring

- Plan and deliver the project's citizen science programme, ensuring robust and usable data collection
- Coordinate and deliver training for Marine Champions and support their development
- Organise and deliver specialist training, including species ID and snorkel guides
- Oversee and support data collection activities (e.g. Shoresearch, other surveys)
- Ensure data quality and work with partners to align outputs with monitoring and evidence needs
- Contribute to project evaluation and knowledge-sharing outputs

2. Sea user engagement & communications

- Design and deliver targeted workshops/events to improve understanding of the HPMA and encourage responsible behaviours
- Produce tailored communication materials (e.g. leaflets, magazine articles)
- Act as a bridge between sea users and conservation partners, ensuring user perspectives inform ongoing work
- Support development of interpretation materials, films, and digital content showcasing the HPMA

3. Project management & delivery

- Lead day-to-day project coordination and delivery against agreed objectives
- Track progress across key deliverables
- Monitor budgets and ensure effective use of resources
- Produce regular progress reports and updates for internal and external stakeholders
- Write final project evaluation and knowledge-sharing events

5. Partnership Working

- Work collaboratively project partners, statutory conservation bodies and local stakeholders and businesses
- Ensure alignment between scientific, engagement, and communication workstreams.

6. Health & Safety

- Ensure all project activities comply with Trust health and safety policies.
- Undertake risk assessments for fieldwork, training, and events.

7. Supporting the Trust

- Raise the profile of Cumbria Wildlife Trust and the Allonby Bay project.
- Support funding opportunities and partnership development.
- Contribute to wider organisational objectives as required.

Person Specification

Role: Allonby Bay (Marine Science & Engagement) Officer

1. Qualifications and Experience

The post holder will be expected to have qualifications and recent and relevant experience in the following areas:

		Essential	Desirable
1	A relevant degree and/or demonstrable work experience in the sector	•	
2	Experience conducting citizen science surveys, marine monitoring, or snorkel trails	•	
3	Data handling, analysis, and reporting experience	•	
4	Experience in volunteer recruitment, training, and coordination		•
5	Experience in planning, coordinating, and delivering community events (digital and in-person)		•
6	Experience working with local businesses, sea users, and/or conservation partners to promote sustainable practices		•

2. Knowledge and Skills

The post holder will have the following knowledge and skills:

		Essential	Desirable
1	Strong knowledge of UK marine conservation issues, including Marine Protected Areas (MPAs) and fisheries	•	
2	Understanding of marine resources, sea users, and coastal communities	•	
3	Knowledge of UK marine species, habitats, and ecological processes	•	
4	Excellent project coordination and organisational skills	•	
5	Ability to manage multiple workstreams and deadlines	•	
6	Strong communication skills across technical and non-technical audiences	•	
8	Knowledge of health and safety best practices in outdoor/community settings		•
9	Full driving licence and use of own vehicle	•	

3. Personal Qualities

The post holder should possess the following:

		Essential	Desirable
1	Passionate about marine conservation and evidence-based approaches	•	
2	Confident working with a wide range of stakeholders	•	
3	Self-motivated and able to work independently, with initiative	•	
4	Practical, solution-focused, and adaptable	•	
5	Willingness to work outdoors	•	