



PERSON SPECIFICATION

Post Title:	Blue Belt Project & Communications Administrator
Directorate:	Environment, Natural Resources and Planning
Responsible to:	Marine and Fisheries Conservation Officer
Responsible for:	None
Grade:	D

Job Purpose

Working within the Marine and Fisheries Conservation Section of ENRP this role will be primarily responsible for the communication requirements and project administration in relation to the UK Government's Blue Belt Programme. The programme has helped St Helena and other overseas territories (OT's) enhance the understanding, protection and management of their marine environments since 2016. SHG has agreed a number of work streams which they will lead in an effort to ensure St Helena delivers to expectations.

The aim of the role is to raise awareness of St Helena's Category 6 Marine Protected Area within the local and global communities and to ensure SHG has sound governance and timely action of the programme requirements in terms of resources, financial and administrative management. The post holder will be expected to be aware of all practical operations and policy and legislation status to co-ordinate time effective and streamlined internal action planning.

The Blue Belt Project & Communications Administrator will be responsible for leading, participating in, enhancing and the delivery of the communication initiatives identified within the St Helena Blue Belt Communication plan, ensuring effective publicity and promotion of the programme both on and off island and the development of instructional manuals and training videos associated with each work area. The Blue Belt Project & Communications Administrator would be expected to be able to produce communication material that is suitable for all audiences, have a creative flare and strong attention to detail. Supporting the Marine and Fisheries Conservation Officer, Marine Enforcement Officer or other relevant Marine and Fisheries Conservation technical staff with procurement requirements, budget management and other administrative tasks. In addition, the Blue Belt Project & Communications Administrator will work closely with the Blue Belt South Atlantic Regional Coordinator as well as overseas delivery partners (Cefas and MMO) to ensure that the programme delivers on the St Helena OT work plan, which provides key outputs in ensuring that St Helena manages its marine environment sustainably.

The Blue Belt Project & Communications Administrator must be able to showcase evidence of communication planning and communication material creation and have experience in supporting the delivery of projects, be organized, have strong administrative skills and have strong written and verbal communication skills.



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Main Duties and Responsibilities

Communications

1. Creation, implementation and practical delivery, enhancement and management of St Helena's Blue Belt Communications plan (drafting press releases, media pieces, presentations, talking on radio, facilitating workshops etc.).
2. Liaise and work in partnership with the SHG Communications Hub to ensure project communication is within SHGs corporate branding guidelines and included in SHG Communication strategy.
3. Liaise with all local non-government organisations to ensure cohesive and complimentary communication and outreach initiatives.
4. Lead and deliver on creating and posting content for Blue Belt work streams on social media. Spearhead new use of social media.
5. Record the work of the Marine and Fisheries Conservation Section Team in the field and lab through videos and photographs.
6. Serve as an ambassador for the SHG Blue Belt Programme, building relationships with key stakeholders, promoting work carried out by the programme.
7. Lead on videography and photography in relation to the creation of content for communications and training materials.

Community Outreach

8. Develop, organise and take part in engagement events, activities or other initiatives to build awareness of, and support for the MPA for the island community.
9. Develop and design educational materials in collaboration with St Helena schools.
10. Facilitate the planning and logistical requirements of workshops, meetings etc.

Programme and project management

11. Maintain detailed programme work plan monitoring system/s.
12. Ensure accurate and timely financial data entry and monitoring for the programme's work streams
13. Ensure all funder reporting requirements are met to the time and format agreed.
14. Collect and undertake basic analysis of communication outreach performance. Produce regular communications performance report.
15. Ensure that project data is processed, stored and made readily available.
16. Develop a suite of practical training manuals and complimentary training videos for science based work areas in consultation with technical staff.



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17. To undertake due diligence (with technical staff where necessary) to develop documentation for the procurement of goods and services relevant to the programme.
18. To act as minute or note taker for any programme meetings or workshops. Ensuring minutes are prepared accurately and in a timely manner.

Programme Oversight

19. Develop and maintain programme delivery logs including all programme actions. Follow up with relevant parties on agreed actions related to all Blue Belt Programme activities to ensure they are undertaken as per the OT work plan.
20. In liaison with the relevant SHG Officers, undertake the day to day administrative organisation to support staff working on the various Blue Belt work streams
21. Organise the logistical initiatives required for the delivery of scientific advice and policy support from Blue Belt partners to relevant SHG officers
22. Organise and participate in key internal and external stakeholder meetings as required
23. Any other tasks as requested by Line Manager

Special Conditions

- Will occasionally be called upon to work outside of normal working hours.
- Will be required to work at sea to document fieldwork for communication and local community engagement.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad-hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework



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Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: <i>Plans and organizes work to meet objectives whilst achieving quality and value for money. Identify information needs and ensures delivery to plan in a timely and effective manner. Recognises good and tackles poor performance</i>	iii
Analysis and use of Information: <i>Outputs, including the evaluation of policies, projects and programmes are evidence based and decision making and solutions are established by interpreting trends</i>	iii
Decision Making: <i>Solves problems that have significant short-term implications for the directorate and assesses the impact of decisions made. Decisions are formed based on trends, patterns and causes rather than just symptoms and is evidence based and made in compliance with policy guidelines.</i>	iii
Working with Others: <i>Engages effectively with senior managers and other stakeholders using a range of communication mechanism, and shares and implements good practice with all.</i>	iii
Communication: <i>Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs.</i>	iii
Influencing and Persuading: <i>Encourages, provides and is receptive to constructive feedback to improve performance of self and team. Remains constructive when disagreeing or challenging and ensures alternative approaches to work are effective in meeting the organisation and individual needs.</i>	iii
Dealing with Change: <i>Supports colleagues through periods of change by promoting goals or new initiatives, and new ways of doing things. Is responsive to constructive feedback and addresses obstacles to change.</i>	iii
Conti Improvement: <i>Sets SMART objectives for team and evaluates them and where necessary motivates team members to improve and develop their performance</i>	iii
Managing Resources: <i>Ensures team members understand key issues affecting their work and their role within SHG and tackles poor performance promptly.</i>	iii



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Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
AS Environmental Science or equivalent	E	X	
GCSE Math and English at Grade C or above	E	X	
Undergraduate Degree in Environmental Management, Social Science or other relevant subject area at similar level	D	X	
Health and Safety training basic level	E	X	
Project Management (APMQ/PRINCE) or equivalent	E	X	
Valid driving license in classes A and C	E	X	
Knowledge & Experience:			
At least 2 years project management experience	D	X	
Relevant experience or training in customer service	D	X	
At least 2 years of working in a project management area	E	X	
Experience in delivering public engagement events and activities	D		X
Experience of producing content for social media platforms	E		X
Skills and Abilities:			
Intermediate level statistical analysis	E		X
Intermediate level analysis of information	E		X
Intermediate IT skills including proficiency in the application of MS Word, Excel and Power Point	E		X
Photography and video production and editing software skills	E		
Excellent communication skills including written skills required to produce documents for stakeholders and progress reports	E		X
Good negotiating skills	D		X
Ability to design and deliver presentations at workshops towards the development of best practice procedures and guidelines	D		X
Good project planning and management skills	E		X
Good people management skills	E		X
Good financial management skills	E		X
Demonstrates attention to detail and works methodically, responding to changes to meet deadlines	E	X	



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Other:			
Have an awareness and understanding of health and safety	E		X
An awareness of the Environmental Protection Ordinance	E		X
Highly Self motivated	E		X
Effective team player	E		X
Ability to apply objective judgement	E		X
Operational thinker	E		X
Innovative and creative	E		X
Should be honest, reliable and trustworthy	E		X

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Not applicable