

## JOB DESCRIPTION

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### 1. IDENTIFICATION OF JOB

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<b>JOB TITLE</b>	:	Seagrass Project Assistant
<b>FUNCTION</b>	:	Conservation-Marine
<b>RESPONSIBLE TO</b>	:	Marine Conservation Officer and Seagrass Project Officer
<b>RESPONSIBLE FOR</b>	:	Volunteers

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### 2. OVERALL PURPOSE OF JOB

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The post holder will aid in the development and co-ordination of our marine survey and citizen science programmes for seagrass projects. This role will involve training volunteers for conducting the different surveys used to indicate the health of seagrass beds and the viability of potential restoration sites.

The aim of this post is to roll out a low-cost method for restoring intertidal seagrass that can be implemented and monitored by local communities, starting on the Helford estuary with planting scheduled for autumn 2024.

There will also be administrative, marketing and marine team support responsibilities. Excellent written and communications skills are essential, as this role will involve public events and engagement. Strong IT skills and a working knowing of a variety of social media platforms is also essential for this role.

This post will work to support the project until the end of March 2025 but we have ambition for it to continue (TBC).

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### 3. MAIN RESPONSIBILITIES

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1. Recruit and provide guidance and support to train volunteers on the seagrass surveys and activities involved with preparing and identifying restoration sites. Including seed collection, storage, processing and planting.
2. Assist with the data entry and analysis which will feature in the updates we provide to Natural England and others.
3. Organise meetings with volunteer groups (e.g. Your Shore network), promoting opportunities and campaigns, attending relevant events when required e.g. Marine Discovery Days, University freshers fairs, and Your Shore Network community events.
4. Publicise seagrass events through press releases, website, social media, and production of posters or other PR materials with the use of current and relevant photos, video, or

other content from activities or events. This will also be used to provide progress updates to Seasealt.

5. Produce newsletters for volunteers and provide regular e-mail (via Mailchimp) and social media updates.
6. Provide support to the seagrass project officer with surveys conducted in the field and the commissioning of surveys and laboratory analysis. These will be used to monitor the health of existing beds and assess the level of success at restoration sites.
7. Enthusiastic and approachable which will be key when running events and public speaking to varying audiences e.g. public outreach and education talks and academic talks.
8. Aid in the management of a shared inbox which will involve liaising with the Environment Agency, Natural England, landowners, Harbour authorities, Council, Port Health and University's to bring together as much information as possible on seagrass beds and local conditions (including water quality) of these and potential restoration sites across Cornwall.
9. Provide support with the process for gaining permission from relevant authorities to carry out trials
10. Procure equipment needed for fieldwork and help plan the logistics.
11. Actively assess health and safety risks when undertaking all activities and implement measures to mitigate and reduce risks. Help document this in risk assessments.
12. Act as an ambassador for Cornwall Wildlife Trust's Marine Programme and promote understanding of and support for our vision and strategic aims.

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#### **4. ESSENTIAL QUALIFICATIONS, SKILLS AND EXPERIENCE**

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- Content creating, videography and photography
  - Degree in marine biology, ecology, plant science or other relevant discipline
  - Experienced at delivering practical projects as well as scientific analysis. Particularly favorable to have experience working on intertidal mudflats which are physically demanding environments where surveys will be conducted.
  - Good people and communication skills, including presentation and volunteer engagement
  - Experience with working with volunteers and an understanding of community engagement and organising principles.
  - Good understanding of estuarine ecology and seagrass biology
  - Conscientious, hardworking and trustworthy
  - Highly organised, able to meet deadlines and deliver across multiple workstreams
  - Current driving licence, and use of a vehicle for business purposes
  - Willingness to undergo a DBS check
  - Flexible to working outside of normal working hours (evenings and weekends)
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## 5. DESIRABLE SKILLS AND EXPERIENCE

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- Excellent written communication skills including newsletters, reports, and social media
- Strong IT skills – experience of working with excel databases, Access, PowerPoint, and Word, Canva, Mailchimp.
- Excellent communicator and confident at public speaking
- Excellent time management and the ability to prioritise a varied workload
- Ability to work independently using own initiative as well as within a busy team.
- Understanding of marine data, analysis, and experience of using GIS – creating maps / summarizing extents of current beds, trial areas and success
- Experience working with volunteers
- An understanding of citizen science
- Experience with seagrass restoration projects
- Awareness of conservation issues particularly in local coastal areas
- Experience of leading marine surveys
- Water quality analysis experience
- Horticultural trial experience
- Outdoor first aid / water safety qualification