# MARINElife VSAS Surveys coordinator for England, in partnership with JNCC

***Subject to funding confirmation in March***
**Location:** Home based. Some minimal office hours may be required during training (Dorset)
**Weekly Hours:** 16 Hours (2 days) per week. Flexible days
**Position commences:** April 2024
**Salary: basic** £12979.20 per annum (FTE £30014.40) plus homeworking allowance £660 per annum.
**Application Deadline:** 11/03/2024
**To commence:** 15/04/2024
**1 Year fixed position**

MARINElife's core work since 1995 has been researching the distribution, abundance and population trends for seabird, whales, dolphins, seabirds, and other marine wildlife from vessels of opportunity. MARINElife currently operate year-round surveys on a network of routes from UK ports, as well as surveys on small boats and dedicated research vessels.  The data is used widely in research and in marine biodiversity policy, designation, and management. JNCC is the public body that advises the UK Government and devolved administrations on UK-wide and international nature conservation.

Recently MARINElife joined forces with JNCC, to develop a volunteer seabirds at-sea monitoring programme in England (VSAS England).  This involves running volunteer surveyor and mentor training courses in European Seabirds at Sea (ESAS) survey methods; and co-ordinating a series of monthly surveys on selected MARINElife ferry routes.

With the support of JNCC, MARINElife is now advertising for a part-time member of the surveys team, to undertake a variety of organisational and administrative tasks to coordinate the VSAS England programme. This role is responsible for recruiting volunteers, organising training courses and ensuring that surveyors have all the materials and route specific information they require to conduct their surveys and complete data entry and any feedback required.

**Volunteer recruitment and training**
Organising VSAS training courses in partnership with JNCC
Promoting VSAS training courses via social media and other platforms
Promoting VSAS surveys via social media and other platforms

**Co-ordinating VSAS surveys**
Maintaining and developing survey pack materials.
Maintaining a close relationship with ferry company contacts to schedule survey dates and bookings.
Planning promotion and recruitment of survey teams, liaising with volunteers to allocate balanced teams to survey dates.
Ensuring surveyors are supplied with and using up to date materials i.e. protocols, record forms, tablets.
Updating and maintaining the VSAS England Seabird surveyor database
Distribution and processing of volunteer agreements.
Processing surveyor training and development appraisals as required.
Reviewing current and any new volunteer training and survey materials

**Data management and reporting**
Liaising with volunteers to update and maintain volunteer records.
Liaising with survey teams to ensure timely submission of survey data and feedback report.
Liaising with JNCC regarding digitised data submission
Reporting to Trustees as required

**Developing routes for VSAS surveys**
Develop new ferry routes where VSAS surveys can be carried out on a regular basis, as volunteer surveyor pool increases

**Project Management**
Liaising directly with the Research Director

**Candidate requirements:**

*Essential:*
- Excellent communication skills
- Excellent organisational skills
- Flexibility in working time in response to the demands of the job
- Enthusiastic, hard-working, and self-motivated
- Competent in use of MS Excel and Word
- A strong commitment to volunteer work
- An interest and knowledge of British seabirds

*Desirable:*
- Experience in conducting scientific surveys
- Not prone to sea sickness

The successful candidate will be given a full introduction and training will be provided for all tasks they're expected to undertake.

**How to Apply:** Please send your C.V., a covering letter detailing any relevant experience and contact information of two referees by 11th March, to:
Tricia Dendle
MARINElife
18 Grove Road
Barton On Sea
Hampshire
BH25 7DJ
Or by email to tricia.dendle@marine-life.org.uk