

Job Description

JOB DETAILS

Job Title:	Marine Conservation Intern
Eligibility:	You must be 18-25 years old to qualify for this internship
Salary:	£22,932 per annum
Team:	Conservation/Marine
Location:	Cardigan Bay Marine Wildlife Centre (CBMWC), New Quay
Responsible to:	Marine Conservation and Research Manager/ Marine Conservation Project Officer
Position:	Marine Conservation Intern, Fixed Term Contract 35 hours per week over 5 days. Starting 1 st April 2025, terminating 31 st March 2026

OVERALL PURPOSE OF JOB

To be involved in a variety of marine conservation activities within our coastal communities including our scientific research activity in Cardigan Bay. You will assist with the collection and processing of research data as well as the delivery of a programme of inspiring environmental education and coastal community outreach activities focused on our marine environment. You will also assist with the running of our busy visitor centre and wider awareness raising work including social media content creation and other activities to support our continued efforts towards protecting our seas. The role is supported by the Nature Networks Fund.

PRINCIPAL RESPONSIBILITIES:

- Assist Marine Conservation and Research Manager with field data collection during marine surveys including land and boat-based surveys for marine megafauna, including bottlenose dolphin photo-identification and acoustics data collection in line with CBMWC's own and affiliated research projects.
 - Assist with research data processing, auditing and analysis including bottlenose dolphin photo-identification and acoustics data.
 - Work with the Marine Conservation Project Officer and our Youth Forum to apply research findings to inform conservation action and initiatives
 - Assist with the development, promotion and delivery of a range of marine conservation focused outreach events in the local area.
 - Assist the Marine Conservation Project Officer with our Living Seas youth forum activities
 - Assist with and provide (once experienced) training sessions for Marine Conservation volunteers in field survey techniques and data entry and processing
-

- Work with the Marine Conservation and Research Manager to disseminate marine research findings
- Deliver talks and activities for visiting groups or at online events
- Provide engaging content across our social media platforms and WTSWW website
- Assist with the running of CBMWC visitor centre, inspiring visitors and assisting with the development of content for displays
- Assist with the maintenance and updating of CBMWC research databases and assist with the mobilisation of data and dissemination of research findings to encourage behaviour change
- Production of information, resources and promotional material as well as information for educational and interpretation materials where appropriate
- Represent the Wildlife Trust of South and West Wales' overall marine conservation activities and Marine Conservation work at outside events and meetings
- Ensure that Health and Safety procedures are followed and implemented as appropriate
- Report on funded project activities and all other reporting requirements as required by line manager
- Assist and support our Marine Conservation volunteers and help to ensure the CBMWC facilities and equipment are maintained and kept in good working order
- Produce and disseminate appropriate material based on internship throughout the duration of the internship
- Production of information, resources and promotional material as required
- Undertake other duties and responsibilities as appropriate and consistent with the objectives of the post, the Cardigan Bay Marine Wildlife Centre and The Wildlife Trust of South and West Wales staff
- Work with line manager/s to identify opportunities and training needs

Background:

The Wildlife Trust of South & West Wales (WTSWW) is looking to recruit a **Marine Conservation Intern** as part of a Nature Networks funded project focused on our work on bottlenose dolphins in Cardigan Bay. The Intern will be based at the Cardigan Bay Marine Wildlife Centre (CBMWC) in New Quay, Ceredigion and will be expected to work alongside our Marine Conservation staff, volunteers and colleagues from universities on our marine conservation activities. **This role is funded until 31st March 2026.**

The Wildlife Trust of South and West Wales is the largest charitable organisation working exclusively on all aspects of wildlife conservation in south and west Wales. Our mission is to protect and improve habitats and wildlife in our local area as well as helping people to enjoy and understand their local wildlife. Our vision is for an environment rich in wildlife for everyone.

The CBMWC houses our Marine Conservation Team of staff and volunteers and is also home to our unique visitor centre and gift shop as well as our Discovery room. The CBMWC acts as a hub for marine conservation initiatives in the area and has been involved in marine conservation in Wales since 1996. The team at CBMWC are dedicated to conserving Welsh marine life through research, education and awareness raising.

Job Specification

This section details the role requirements in terms of management, accountability, impact, independence, contacts and creativity, in addition to describing the working environment.

- **Management and Supervision**
Assist with the support, coordination and supervision of volunteers of all ages and work experience students.
- **Accountability and Resources**
This role involves a high level of accuracy and confidentiality and requires adherence to Data Protection legislation and Trust policies regarding money handling. The post holder is expected to contribute to monthly reporting on post activity, including activities in relation to funder's requirements and grant claims. The role is financially supported by the Nature Networks Fund.
- **Job Impact**
A public facing role. The post holder will help disseminate information about the marine environment and will assist with the research activity of the Cardigan Bay Marine Wildlife Centre (CBMWC). As with all roles that have direct contact with staff, volunteers, the public and the media, there is an expectation that the post-holder will uphold the reputation of the charity and comply with the Trust's branding and ethos.
- **Independence and Judgement**
You will receive guidance and support from line management and colleagues but will be expected to work independently and proactively. You will occasionally be the only staff member on site and therefore will be relied upon for good judgement and professionalism.
- **People and Contacts**
As this role will involve contact with a wide range of people a polite and professional approach is required at all times including with visitors to the office, members, the general public, online, on the telephone and face-to-face. External contacts will mainly be with local businesses and organisations as well as representatives from Bristol, Cardiff and Aberystwyth Universities. Internal contacts will be with other WTSWW staff, volunteers and work experience students. This post-holder must feel comfortable working with and around a wide range of people.
- **Creativity and Innovation**
You will be part of a small team and are encouraged to share ideas to develop the marine conservation activities, including the outreach and engagement activities of the CBMWC.
- **Working Conditions**
You will be based in the CBMWC, New Quay, Wales. The post is for 35 hours per week, this will include weekend working and some anti-social working hours. The Trust operates a flexi and TOIL system. This is a fixed term contract from April 2025 to 31st March 2026.

This paid Internship is an ideal opportunity for individuals, undergraduate students undertaking a professional training year, recent graduates or postgraduates wishing to obtain experience in the marine conservation sector, in particular people engagement, marine research and science communication. Applicants must be between the ages of 18-25 years to meet the grant funding requirements. The successful applicant will be expected to produce a written report at the end of the project.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Hold one A*- D grade G.C.S.E or equivalent in a scientific subject 	<ul style="list-style-type: none"> First Aid Qualification Be completing or have completed a degree in a marine subject or equivalent experience
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> Be computer literate – proficient Microsoft Office suite Experience of using social media Be confident and have excellent communication skills, both written and oral Demonstrate a passion for marine wildlife, the environment and conservation Have some knowledge of marine species in Wales Experience collecting and processing biological data 	<ul style="list-style-type: none"> Hold a current driving licence Be able to deliver events and activities through the medium of Welsh Have experience of delivering events and activities and producing material and resources for a wide range of audiences Experience using digital technology to capture video/imagery Experience using open source programming languages such as R and/or Python Experience using Geographic Information Systems Knowledge of photo-identification techniques Knowledge of acoustic data collection techniques Familiarity with safe working practices Experience working with volunteers and leading small groups of people
General	<ul style="list-style-type: none"> Be able to maintain high levels of enthusiasm and self-motivation Have the ability to work independently and responsibly without direct supervision and with attention to detail Be organised and have the ability to prioritise Have the ability to work on own initiative and co-operate as part of a team Be approachable, friendly and show tact and diplomacy when dealing with members of the public and stakeholders Have a mature and flexible approach to work 	<ul style="list-style-type: none"> Knowledge of the west Wales coast and Cardigan Bay Have knowledge of The Wildlife Trust movement and Living Seas Programme

SALARY AND CONDITIONS OF SERVICE:

Salary:	£22,932 per annum
Working Hours:	Fixed Term Contract 35 hours per week over 5 days. Starting April 2025, terminating 31 st March 2026. Some evening or weekend working may be required for which time off in lieu will be given.
Working location:	Cardigan Bay Marine Wildlife Centre, New Quay, Ceredigion, Wales
Annual leave:	20 days per annum, plus bank holidays.
Pension:	The Trust operates an auto-enrolment compliant pension scheme. Details are set out in the staff handbook
Probation:	Interns will be subject to a probationary period in order to assess suitability for the role
Notice:	Period of notice to terminate employment is one month's notice from the employee

APPLICATION KEY DATES:

Application Closing Date: 10pm Sunday 23rd February 2025

Interview Date: Wednesday 12th March 2025

Start Date: Tuesday 1st April 2025

If you haven't received any communication from us by the 7th March 2025 your application has been unsuccessful on this occasion.

We are committed to equality, diversity and inclusivity are particularly keen to increase the diversity of our staff and audiences. We would welcome applications from Visible Ethnic Minority candidates.
