

**JOB DESCRIPTION FOR A TEMPORARY REPLACEMENT (MATERNITY COVER) FOR THE POST OF  
PROJECT COORDINATOR FOR THE REGIONAL ACTION PLAN ON MARINE LITTER**

Closing date for applications: 20 August 2018

Interviews to be held in London: Sometime during the week beginning 27 August 2018

Basic salary in the region of: £34776 p/a **pro rata**

The post is based in London: OSPAR Secretariat

**The OSPAR Commission and the Regional Action Plan on Marine Litter (RAP)**

1. The OSPAR Commission is an international intergovernmental organisation established to protect the marine environment in the North-East Atlantic Ocean. It consists of representatives of the Contracting Parties: that is, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, the United Kingdom of Great Britain and Northern Ireland and the European Union. The Commission is administered by a Secretariat based in London. The working languages are English and French.
2. As a background, the Secretariat prepares reports of meetings of the Commission and its subsidiary bodies, ensures smooth running of the Commission's activities and projects and maintains relations with the public, the media and inter-governmental and non-governmental organisations. As part of these activities the OSPAR Commission acts as the regional coordination mechanism for the EU Marine Strategy Framework Directive (2008/56/EC), by which EU Member States cooperate to achieve Good Environmental Status in the North-East Atlantic.
3. The OSPAR Regional Action Plan for prevention and management of Marine Litter in the North-East Atlantic has been adopted by OSPAR Contracting Parties as an OSPAR Other Agreement. The Regional Action Plan is designed as a flexible tool providing a set of actions to address marine litter. It contains actions requiring collective activity within the framework of the OSPAR Commission through, where applicable, OSPAR measures (i.e. Decisions or Recommendations) and/or other agreements such as guidelines.
4. The main objectives of the RAP are to:
  - Prevent and reduce marine litter pollution in the North-East Atlantic and its impact on marine organisms, habitats, public health and safety and reduce the socioeconomic costs it causes;
  - Remove litter from the marine environment where practical and feasible;
  - Enhance knowledge and awareness on marine litter;
  - Support Contracting Parties in the development, implementation and coordination of their programmes for litter reduction, including those for the implementation of the Marine Strategy Framework Directive.
  - Develop management approaches to marine litter that are consistent with accepted international approaches.
5. Further information about the OSPAR Commission can be obtained from the Commission's website at **[www.ospar.org](http://www.ospar.org)**.

## Description of the post and requirements

6. This is a temporary appointment due to the absence on maternity of the postholder. The temporary employment is expected to end upon her return unless terminated earlier.
7. The person appointed to this temporary post will be expected to make himself/herself familiar with the full range of the activities related to the RAP. This will mean both understanding the detail of the individual actions outlined in the plan and the Action Development Sheets developed by the leads, as well as OSPAR marine litter monitoring and assessments, which will be used as evidence for measures.
8. The work will involve liaising with the action leads, who remain responsible for the actions, and supporting their implementation. This would include:
  - ensuring coordination and synergy between the implementation of different RAP actions;
  - supporting Action Leads in the development and implementation of RAP actions;
  - providing administrative and technical support for the organisation of meetings and workshops in relation to the RAP actions;
  - supporting information collection process (e.g. questionnaires, literature searches, etc.);
  - undertaking the drafting of technical reports, where possible;
  - supporting stakeholder dialogues with specific industries addressed by RAP actions;
  - ensuring collaboration with other Regional Seas Secretariats;
  - presenting progress on the OSPAR RAP at appropriate external fora.
  - attending the meetings of the OSPAR Intersessional Group on Marine Litter (ICG-ML) and the Environmental Impacts of Human Activities (EIHA) Committee to provide updates on the implementation of the RAP, in conjunction with the Co-Conveners of ICG-ML.
9. Effective and timely communication will be critical through the project period. The Project Coordinator will ensure coordination/liaison of the Action Leads and stakeholders, as well as with the relevant subsidiary bodies within OSPAR.
10. Liaison with and support to OSPAR's Communications Officer to implement the ML RAP communication strategy will be a key role. This will involve providing regular material for the website, press releases and social media as well as attending events to promote OSPAR's work on marine litter.
11. The post will be supervised by the OSPAR Executive Secretary, report to the EIHA Deputy Secretary and be supported by the OSPAR Communications Officer where appropriate.

## Experience and Qualifications

12. The person to be appointed will be expected to have attained a general educational standard equivalent to a university degree, preferably in natural/environmental sciences and will normally have had at least five years' work experience.
13. Demonstration of strong written and verbal communication skills and good interpersonal skills will be essential, with additional languages an advantage.
14. Evidence of experience in project coordination is essential, demonstration of supporting policy development would also be an advantage.
15. It is expected that the person appointed will ideally have experience or knowledge of applied marine science or marine policy.
16. Experience of working in teams, in particular international, cross-sectoral or cross-institutional teams would be a strong advantage.

17. The applicant should demonstrate a high level of organisation, thoroughness, attention to detail and an ability to deliver to tight timelines.

#### Terms of Service and Remuneration

18. The terms and conditions of service will be those set out in the Commission's Staff Regulations (which can be found on the OSPAR website under "Decisions, Recommendations & Agreements"; search there for "Staff Regulations")  
(<http://www.ospar.org/convention/agreements?q=staff&t=&a=&s=>)
19. Remuneration will be in the region £34 776 p/a pro rata, with additional allowances and benefits. Further details on the allowances which may be payable are set out in the Commission's Staff Regulations.

#### Procedure for applications and indicative timetable

20. Applicants should apply by email to Barbara Middleton ([barbara.middleton@ospar.org](mailto:barbara.middleton@ospar.org)) submitting their curriculum vitae together with a covering letter explaining why they consider themselves suitable for this post. Please include the following in the subject line of your e-mail: "Application – Maternity Cover for the Post of Project Coordinator – Marine Litter". The Secretariat will acknowledge receipt of all applications by email. If an acknowledgement is not received, applications should contact the Secretariat to check that their application has been received.
21. The closing date for applications is **20 August 2018**.
22. The indicative timetable for the procedure for appointing the temporary replacement is as follows:

Step	Date
Applications to be sent by:	20 August 2018
Shortlisting of candidates:	During the week beginning 20 August 2018
Interview with shortlisted candidates:	During the week beginning 27 August 2018
Successful applicant to take up appointment:	As soon as possible after interview, and ideally by the week beginning 3 September 2018