

Vacancy Announcement / Job Description for the post of Coordinator for the OSPAR Intermediate Assessment 2029 at the Secretariat of the OSPAR Commission¹

We are looking for a highly motivated, outcome-focused Coordinator with a can-do attitude and excellent team working skills to oversee the development of OSPAR's Intermediate Assessment 2029. Working closely with the Contracting Parties to OSPAR, the post offers a great opportunity to contribute to the protection of the marine environment of the North-East Atlantic. The basic salary is in the region of £41,200 and, in line with the rules for international organisations, is not subject to UK income tax. An attractive package of additional allowances and benefits may apply, depending on entitlement.

1. Applications are invited from suitably qualified candidates for the post of Coordinator for the OSPAR Intermediate Assessment 2029 (IA 2029 Coordinator) at the Secretariat of the OSPAR Commission.
2. The appointment will be for the period of January 2027 to August 2029 subject to an initial five-month period of probation. The basic salary for the IA 2029 Coordinator is in the region of £41,200 per annum and, in line with the rules for international organisations, is not subject to UK income tax.
3. The successful candidate will be asked to take up the post in January 2027. The post is based at the OSPAR Secretariat offices in London, UK. The Secretariat operates a '3 days in the office/2 days working from home' policy. Standard working hours are 36 hours per week, but this may vary according to the workload. The post may require international travel, mainly within Europe.
4. The post is open to nationals of the Contracting Parties to the OSPAR Convention (see paragraph 5), as well as nationals from any Member State of the European Union.

The OSPAR Commission

5. The OSPAR Commission is an international intergovernmental organisation established to protect the marine environment of the North-East Atlantic. It consists of 16 Contracting Parties: 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.
6. The OSPAR Commission is administered by a Secretariat based in London, UK. The responsibilities of the Secretariat include the preparation and reporting of meetings of the Commission and its subsidiary bodies, general secretariat duties connected with the smooth running of the Commission's activities and projects and relations with the public, the media and intergovernmental and non-governmental organisations. The Secretariat is currently composed of an Executive Secretary, five Deputy Secretaries, and eight administrative officers. The working languages are English and French.

¹ Applicants' data will be handled in line with the OSPAR Privacy Policy, <https://www.ospar.org/privacy>

7. Further information about the OSPAR Commission can be obtained from the Commission's website at <https://www.ospar.org/>.

The OSPAR Intermediate Assessment 2029

8. OSPAR conducts [regular assessments](#) of the marine environment of the North-East Atlantic. The next assessment, the Intermediate Assessment 2029 (IA 2029), will provide an update of the last assessment, [Quality Status Report 2023](#), assess the environmental status of the North-East Atlantic against the objectives of the [North-East Atlantic Environment Strategy](#) and identify priority elements for action to achieve OSPAR's vision of a clean, healthy and biologically diverse North-East Atlantic Ocean, which is productive, used sustainably and resilient to climate change and ocean acidification.

9. The IA 2029 will strengthen scientific understanding of marine ecosystems, human activities that depend upon and interact with the marine environment, and the cumulative impacts arising from these interactions.

10. In addition, the IA 2029 is being developed in a way that will allow it to be used by OSPAR Contracting Parties that are also EU Member States to support their reporting obligations under the EU Marine Strategy Framework Directive (MSFD).

11. These regular assessments represent a major collaborative effort across the entire OSPAR network. The sixteen Contracting Parties to the OSPAR Convention are leading this process, with more than 800 national experts contributing to the delivery of around 70 assessments for the last assessment in 2023, which was done in close collaboration with [OSPAR Observers](#), including intergovernmental organisations, blue economy and environmental non-governmental organisations.

12. The objective, scope of work, delivery process and responsibilities of the OSPAR Committees and OSPAR Subsidiary Bodies in delivering this work is described in the overarching guidance document: '[Guidance on the Production of an OSPAR Intermediate Assessment](#)' (Agreement 2025-04).

13. The role of the IA 2029 Coordinator is to oversee the development of OSPAR's Intermediate Assessment 2029 and coordinate delivery of its assessments, in accordance with the requirements set out in the guidance document.

14. The IA 2029 Coordinator will coordinate work across OSPAR's Committees and working groups, and will be responsible for supporting delivery of the following elements in line with the agreed format and content:

- support the drafting of the Key Findings and 'Bright Spots' report;
- Integrated Indicator Assessments;
- Common Indicator Assessments;
- Candidate Indicator Pilot Assessments; and
- Non-Indicator Assessments as part of the IA 2029.

Description of the post, main duties and requirements

15. The IA 2029 Coordinator will be responsible for directly supporting the work of OSPAR's Intersessional Correspondence Group on managing delivery of the Quality Status Report (ICG-QSR). The IA 2029 Coordinator will work closely with the ICG-QSR Convenor to support its meetings and will regularly report progress on the development of the IA 2029 to ICG-QSR.

16. The IA 2029 Coordinator will play an essential role in helping draw the many strands of the IA 2029 work together, to the satisfaction of the OSPAR Contracting Parties. The IA 2029 Coordinator will work closely with national experts and will be guided by the OSPAR Deputy Secretaries when working to support

the OSPAR Committees and OSPAR subsidiary bodies. The IA 2029 Coordinator will receive the support and guidance of the OSPAR Executive Secretary and other relevant members of the OSPAR Secretariat.

17. The IA 2029 Coordinator will be expected to make themselves familiar with the full range of activities related to the development of the various assessments planned for the IA 2029. This will mean both understanding the detail of the IA 2029 deliverables and being able to make connections to the relevant wider work within OSPAR, with support from the OSPAR Deputy Secretaries.

18. The IA 2029 Coordinator will need to be flexible and adopt different roles in delivering the various contributions to the IA 2029. For some topics, the IA 2029 Coordinator may need to have a close involvement in the drafting and editing of the assessments, whereas for other topics, expert teams may lead and the IA 2029 Coordinator will take a supporting role to facilitate their work. The IA 2029 Coordinator will ensure quality and consistency in the outputs, editing them as necessary. The IA 2029 Coordinator will help to organise workshops to disseminate and discuss draft versions of the IA 2029 assessments, as necessary.

19. The IA 2029 Coordinator will regularly update OSPAR subsidiary bodies on progress in delivering the IA 2029.

20. The OSPAR Executive Secretary will be the overall supervisor for this post, although much of the day-to-day activity will be managed and guided by the OSPAR Deputy Secretaries and the ICG-QSR Convenor.

Experience and Qualifications

21. The person to be appointed will have attained a general educational standard equivalent to a good university degree, preferably in natural/environmental sciences and should have at least five years' relevant work experience.

22. Project management experience is essential, including: monitoring and analysing project development, implementation and delivery; reviewing relevant documents and reports; identifying problems and issues to be addressed and recommending corrective actions; liaising with relevant parties; identifying and tracking follow-up actions.

23. Strong written and verbal communication skills (in English) and good interpersonal skills are essential, with additional languages an advantage.

24. Experience in synthesising complex information for technical reports is essential, as is a demonstrable understanding of policy needs related to evidence (such as monitoring and assessment).

25. Experience or knowledge of applied marine science or marine policy is required.

26. Familiarity with working with design and spreadsheet software is essential. Working knowledge of SharePoint will be an advantage.

27. Experience of working in teams, particularly with international, cross-sectoral or cross-institutional teams will be a strong advantage.

28. A high level of organisation, thoroughness, attention to detail and an ability to deliver to tight timelines should be demonstrated.

Terms of Service and Remuneration

29. OSPAR Secretariat staff enjoy privileges and immunities in line with the Headquarters Agreement between the Government of the United Kingdom and OSPAR. The salaries of OSPAR Secretariat staff are exempt from UK income tax. Remuneration of staff members is guided by the salary scales of remuneration

of the Co-ordinated Organisations for staff serving in the United Kingdom. The remuneration package is in the region of £41,200. An attractive package of additional allowances and benefits may apply, depending on entitlement. Further details on the salary and on allowances which may be payable, and on terms and conditions of service are set out in the Commission's Staff Regulations ([Agreement 2000-14](#)).

Application Procedure

30. Applicants are requested to submit a two-page curriculum vitae together with a covering letter explaining their suitability for this post.

31. If you have any questions about the application procedure, please contact Barbara Middleton (barbara.middleton@ospar.org).

32. The closing date for applications is Wednesday 9 September 2026 and applications should be sent for the attention of the Executive Secretary to secretariat@ospar.org. The Secretariat will acknowledge receipt of your application by email. If you do not receive an acknowledgement within a few days, please contact the Secretariat to check that your application has been received. Please include the following in the subject line of your email: 'Confidential: Application – IA 2029 Coordinator'.

33. The timetable for the procedure for appointing the IA 2029 Coordinator is as follows:

Step	Date
Application deadline	Wednesday 9 September 2026
Short-listing of candidates	Friday 11 September 2026
Interview with short-listed candidates resulting in recommendations for appointment	Wednesday 30 September 2026
Approval procedure finalised	Thursday 8 October 2026
Successful applicant to take up appointment	January 2027

Please note that the above timings are indicative only and, in particular, the date of the interview may change depending upon the availability of the interview panel. Shortlisted candidates will be notified by email, and those invited for interview may be invited to prepare a PowerPoint presentation on a subject to be determined by the selection panel.

Interviews will be held in person at the Secretariat offices in London.

Useful links

Please look around the OSPAR website for background information. The following pages may be particularly relevant:

[Resources](#)

[OSPAR Assessment Portal](#)

[Cross-cutting issues: Quality Status Report and Intermediate Assessment](#)