



**Job Title:** Sea Watchers Môn Volunteer Coordinator

**Job Location:** Sea Watch Foundation Office at Bodorgan Estate, Ynys Môn, Wales

**Hours:** 32hrs per week

**Amount paid:** £25,000 FTE

**Closing date:** Midnight Sunday 5<sup>th</sup> April

**Start Date:** As soon as possible.

**Contract:** To 31<sup>st</sup> February 2027 with extension subject to funding

The **Sea Watch Foundation** is a long-established national UK marine environmental research charity concerned with monitoring the numbers and distribution of whales, dolphins and porpoises in the seas around the British Isles, as well as investigating the conservation threats that they face. In the 1970s, its Director developed cetacean “Citizen Science” in the UK, with a special partnership between scientists and trained volunteer observers drawn from all walks of life, which has led to one of the largest and longest-running cetacean sightings databases in Europe.

The Sea Watch Foundation has received funding through the Volunteering Wales Main Grants Scheme administered by the WCVA to fund the Sea Watchers Môn project. The project aims to strengthen and support the network of volunteer marine mammal observers on Ynys Môn. The Volunteer Coordinator will recruit and support the volunteers through a structured programme in marine mammal survey methods and ID skills. Volunteers will be supported through this programme to become confident independent observers. The project also encourages residents to take care of and learn more about their local coastal areas through events such as beach cleans and rock pooling sessions. The Volunteer Coordinator will work with other local organisations to plan and deliver a range of volunteer workdays to share information and enthuse participants about their local coastal areas.

The office base for this role is the Bodorgan Estate, where Sea Watch Foundation host residential internships between April and November. The Volunteer Coordinator will support other project related activities including internship training and support, boat based and land based marine mammal and seabird surveys.

## **JOB DESCRIPTION**

### **Duties include:**

#### *Training sessions*

Organise, prepare, and run training sessions both in person and online covering marine mammal identification and survey protocols. Keep a track of event costs, manage marketing around the events and oversee general logistics such as basic catering and venue booking etc.

#### *Supervised surveys*

Arrange surveys with volunteers at various sites across Anglesey, supporting them during surveys until they are confident to conduct independent surveys. Keeping track of Volunteers monthly hours, targets, and progress.

#### *Reporting*

Deliver regular updates to the Project Manager and contribute towards reporting to funders and Sea Watch Foundation Trustees. Maintain comprehensive records of all expenses, mileage, purchases, event attendance and metrics.

#### *Outreach*

Represent Sea Watch Foundation at events across Anglesey, delivering talks, public land watches, beach cleans and other marine based events to community groups. Creation of promotional materials such as leaflets, posters etc.

#### *Social Media*

Oversee all Sea Watch Anglesey social media pages (Instagram, Facebook, X, TikTok), posting regularly about project activities and updates with support from interns. Keep track of Sea Watchers Môn Forum group (on Facebook), where volunteers share updates and communicate.

## **PERSON SPECIFICATION**

### **Minimum Requirement:**

- Experience in marine mammal surveys and knowledge of UK cetacean species
- Own vehicle for project activities (All project mileage will be reimbursed)
- Experience in community outreach, networking and public speaking
- Highly organised, self motivated and independent
- Experience of posting on social media platforms and reporting metrics
- Ability to plan ahead and manage time effectively across multiple tasks and deadlines

**Preferred Knowledge, Skills and Abilities:**

- Confident Welsh speaker
- Knowledge of the project area
- Experience of event organisation
- Strong interpersonal skills
- Ability to adapt to a changing work schedule based on volunteer availability and changeable weather conditions
- Ability to write and express oneself to enthuse others through the written word and face to face

**To apply, send a cover letter and CV to Jenny Bond at [jenny.bond@seawatchfoundation.org.uk](mailto:jenny.bond@seawatchfoundation.org.uk).**

**Please outline in the cover letter how you meet the role requirements.**