



## Pembrokeshire Coastal Forum CIC

### Student Placement description and specification

**Pembrokeshire Coastal Forum (PCF) has sustainable development of the coast at its core and with that aim originates, manages and delivers marine related projects for the community, public, private and third sectors. PCF is a Community Interest Company with an opportunity for student placements and work experience candidates.**

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**Salary :** £ Expenses covered (subject to agreement).

**Length of Placement:** We are pleased to offer placement between **1 - 12 months**. Our core volunteer/placement days in the PCF office: Tuesday, Wednesday and Thursday. To gain a broader breath of experience we would encourage you to network and volunteer with other partners and members on Mondays and Friday.

**Location:** 2<sup>nd</sup> Floor , Pier House, Pier Road, Pembroke Dock, Pembrokeshire, SA72 6TR

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**PCF and current projects:** PCF's pioneering work has included the creation of a [Marine Code](#) and [Outdoor Charter](#) for Pembrokeshire and an online [Wales Activity Mapping](#) tool used to inform sustainable development nationally. Together with stakeholder engagement tools and events, PCF are able to engage with school groups through their established [Coastal Curriculum](#).

The inception of [Marine Energy Pembrokeshire](#) in 2010; and more recently [Marine Energy Wales](#) are bodies that works to establish sustainable marine energy generation.

**Work with:** PCF team and PCF members

**Purpose:** To assist across all projects hosted by PCF

**Benefits :** PCF will offer you real experiences across a wide range of projects (subject to your interest and projects available at the time). You will gain excellent knowledge of the variety of coastal issues, how they are managed and the organisations and stakeholders involved. As a small team, PCF will always try our best to help build your confidence and network in the sector. To assist in building your CV, PCF will endeavour to help you develop your transferable skills, some of which are listed below:

**Interpersonal skills**

- Communication
- Teamwork

**Exploration and implementation skills**

- Researching and analysing
- Problem solving and decision making
- Planning and organising

**Self-management skills**

- Learning, improving and achieving
- Resilience, adaptability and drive
- Digital skills

- Principal Responsibilities:** Supporting the implementation of the annual work programme of PCF projects. Tasks are subject to projects being worked on and can include the following:-
- Organising meetings, workshops, seminars and providing management of venue arrangements, registrations and communications, etc.
  - Attending meetings and taking minute
  - Assist with PCF project marketing
  - Report writing
  - Assistance to maintain websites (WordPress)
  - GIS Data analysis
  - Assist with school days and PCF events

- Personal Specification:** Essential:
- Undergraduate / postgraduate with relevant degree course/experience.
  - Specific interest in Coastal Management.
  - Well-developed interpersonal skills and good communication skills (verbal and written).
  - Decision-making and problem-solving ability.
  - High level of discretion/confidentiality.
  - Proactive, self-motivated and ability to work with minimal supervision.
  - Highly developed organisational skills, coupled with a high degree of accuracy.
  - Strong IT skills (including internet, word processing, spreadsheet and database packages such as Excel and Access).

- Desirable:
- Current driving licence/own vehicle.
  - Strong interest in Coastal sustainability and renewable energy.
  - Working knowledge of current UK and EU Marine and Renewables Legislation.
  - Experience (including examples) of time management, critical thinking, communication and organisation skills.

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**Get in touch:** For further details of the role and to download an **application form** please visit our [Work experience page](#).

**To apply:** We regret that we cannot accept CVs and cover letters. Send your completed application forms to:  
[pcf@pembrokshirecoastalforum.org.uk](mailto:pcf@pembrokshirecoastalforum.org.uk)