



**Pembrokeshire Coastal Forum  
Fforwm Arfordir Sir Benfro**



**Job description and Personal Specification**

<b>Job Title:</b>	MEW Programme Manager (maternity cover)
<b>Salary:</b>	~ £35k (depending on experience)
<b>Responsible to:</b>	Managing Director
<b>Location:</b>	Marine Energy Hub, Pembrokeshire Coastal Forum, 2 <sup>nd</sup> Floor Pier House, Pier Road, Pembroke Dock, Pembrokeshire, SA72 6TR
<b>Work with:</b>	Marine Energy Wales and PCF Teams

**Background**

Established in 2000, Pembrokeshire Coastal Forum (PCF) is a multi-award winning Community Interest Company that works to enhance the coast and marine environments for current and future generations. As a coastal partnership PCF has developed a range of collaborative projects, often viewed as sustainable best practice, including the Pembrokeshire Marine Code and Outdoor Charter, Wales Activity Mapping, Marine Energy Wales (MEW) and META.

This exciting role will focus on our Marine Energy Wales programme. You will be responsible for leading the MEW team, developing and delivering the priority areas identified by the sector and supported by Welsh Government, and for the Marine Energy Test Area (META) and Selkie projects.

META is a part of the wider [Pembroke Dock Marine](#) project, a £76 Million Swansea Bay City Region project providing consented areas of waterway, close to an operational base complete with licenses and enabling infrastructure.

**Job Purpose**

This strategic role is responsible for ensuring the delivery, on time, to budget of Pembrokeshire Coastal Forum's marine energy projects. [Marine Energy Wales](#) (MEW) is a longstanding PCF programme, bringing together technology developers, the supply chain, academia and the public sector to establish Wales as a global leader in sustainable marine energy generation.

MEW's vision is to create a thriving and diverse emerging offshore renewables industry in Wales, making a significant contribution to a low carbon economy. We do this through support of the sector, participation in projects and in an advisory role. The MEW remit includes tidal stream, wave, tidal range and floating offshore wind (FLOW) technologies and project interests.

The MEW network exists to bring together stakeholders and supports the sector through:

1. Sector Engagement, Signposting, Facilitation & Support
2. Sector Development Support
3. Strategic Project Support
4. Education, Skills, Training and Supply Chain Development
5. FLOW sector support

Under the wider Marine Energy Wales umbrella you will be responsible for the team delivering the [SELKIE](#) project as well as the [Marine Energy Test Area](#) (META).

## Principal Responsibilities

As part of the PCF team and reporting to the Managing Director, you will be responsible for the management of the team and the deliverables of the Marine Energy Wales projects/programme. Tasks will include the following:

- Strategy development and identification of opportunities for collaborative partnerships, R&D activities and project growth regarding marine renewables, supported by MD and Business Development Manager.
- Liaise closely with organisations and individuals such as strategic project partners, funders, stakeholders to ensure the needs of the sector are met (including public sector, eNGOs, developers, funders, supply chain).
- Stakeholder engagement with politicians, civil servants, public sector and private sector, including providing presentations and chairing and organising meetings.
- Supporting Project Managers to plan deliverables across all renewable energy programmes to deliver projects according to funding requirements and to budget.
- With the META team, continue to fulfil the operational needs of Wales' National Marine Energy Test Centre and maintain responsibility for the management and delivery of META's objectives.
- Oversee operational procedures, risk management and HSE regulations for META test deployments.
- Line Management of marine renewables team in PCF and be part of the PCF senior management team.
- Provide key information to support grant claims to the PCF Finance Manager.
- Support other PCF project work when required.

## Personal Specification

### Essential:

- Minimum of 3 years previous experience in offshore or marine projects
- Qualified to degree level in renewable energy or related discipline
- Strategic understanding of the marine energy sector
- Comfortable presenting to a wide variety of audiences
- Project management experience
- Relevant experience in leading a team
- Experience in engagement with a range of different stakeholders, including the public, private and academic sectors
- Experience in managing tenders and contracts
- Problem solving skills and enthusiasm to find solutions
- Proactive and self-motivated and ability to work with minimal supervision and under pressure
- Good IT skills (including internet, word processing, spreadsheet and database packages such as Excel)
- Current driving licence / own vehicle

### Desirable:

- Strong interest in sustainability and renewable energy
- Understanding of the Welsh policy context
- Experience in marine leasing and licensing
- Qualification in Project Management
- Ability to speak Welsh

We believe in an inclusive workplace and we welcome applications from all parts of the community. So, if you think you have what it takes, but don't necessarily meet every single point on the job description, please still make an application.

*The ability to travel to meetings/events/site visits etc. is a necessary and regular feature of this post. Own transport required. The post will involve occasional evening and weekend working. Job descriptions and person specifications are*

*subject to change from time to time to remain in line with business needs. PCF use a flexi-time/til work policy.*

*This role is part funded by the European Regional Development Fund (ERDF) via the Welsh European Funding Office (WEFO).*



*Updated February 2022*