



**Pembrokeshire Coastal Forum (PCF)
Fforwm Arfordir Sir Benfro**

Placement and Personal Specification

Job Title:	Project Assistant (unpaid placement)
Salary:	
Responsible to:	PCF Education Manager
Location:	2 nd Floor, Pier House, Pier Road, Pembroke Dock, Pembrokeshire, SA72 6TR
Work with:	PCF Team according project needs.
Contract Length:	30 weeks 30 hours per week*

*May be negotiated to meet course requirements or other obligations.

Background and Job Purpose

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, Education Programme and Marine Energy Wales.

The exciting role will involve working with the PCF team supporting the project team in the delivery of our range of projects and commercial work. We will aim to support the development of a work plan in line with your interests. You will be part of a busy and enthusiastic team and will need to assist in the different areas of our work.

The role is for 30 weeks and you will be expected to commit to 30 hours per week.

Principal Responsibilities

Working with key PCF projects the Project Assistant will:

- Conduct desk-based research to support PCF's projects.
- Assist with data collection and accurate data entry.
- Assist with creation of social media posts
- Support the organisation and running of events.
- Take minutes during meetings.
- Other duties of a similar level as required

Personal Specification

Essential:

- Good communication skills
- A good understanding of environmental, economic, cultural issues facing coastal communities in Wales
- An interest in marine energy
- An interest in the recreational use of the coast and the issues linked to it
- Effective IT skills, competent use of office applications and ability to acquire new skills as required
- Self-motivated, with the ability to work without direct supervision at times
- Flexibility, resilience and self-discipline to work effectively remotely if required.
- Have recently graduated or are enrolled on a relevant degree level course*

Desirable

- Ability to speak Welsh
- Knowledge of local area
- Valid passport, current driving licence / own vehicle

**We especially welcome applicants for which this post would contribute to or meet the work-based placement requirements of their course.*

Job descriptions and person specifications are subject to change from time to time to remain in line with business needs. 1/02/20