



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

Job description and Personal Specification

Job Title:	Project Delivery Manager (META)
Salary:	£30,000 - £35,000 depending on experience
Responsible to:	Marine Energy Wales Programme Manager/CEO
Location:	2 nd Floor, Pier House, Pier Road, Pembroke Dock, Pembrokeshire, SA72 6TR
Work with:	PCF and Marine Energy Wales
Contract Length:	12 months

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 and Marine Energy Wales.

Marine Energy Wales (MEW), brings together technology developers, the supply chain, academia and the public sector aiming to create a thriving and diverse marine energy sector in Wales, including the emerging technologies of wave, tidal and floating offshore wind. Under the MEW programme, the Marine Energy Test Area (META) is now open for business.

META provides consented areas of waterway, close to an operational base complete with licenses and enabling infrastructure. META will also work closely with its Swansea Bay City Deal partners under the Pembroke Dock Marine (PDM) project; Milford Haven Port Authority, the Offshore Renewable Energy Catapult's Marine Energy Engineering Centre of Excellence (MEECE) and WaveHub's Pembrokeshire Demonstration Zone.

The Project Delivery Manager will be required to oversee the ongoing development and delivery of the META project including but not limited to managing the leasing and consenting processes, liaising with the operations team, procuring equipment and engaging legal and technical support whilst working closely with the MEW Programme Manager, META Operations Manager and the Marketing and Communications Manager to ensure the effective and efficient delivery of the META project.

Principal Responsibilities

Working with the team and key project partners, the Project Manager will:

- Act as the main point of contact for META and manage the project office.
- Manage funder relationships, inclusive of management of the overall project budgets and maintain the project risk register; ensuring compliance with funding requirements, flagging any concerns to MEW Programme Manager/ CEO.
- Communicate effectively, providing regular and ad-hoc reports and progress updates both across the teams and to our funding partners and members.
- Provide key information to support grant claims to the PCF Finance Manager.
- Interface with PDM partners to deliver cohesive project outputs.
- Maintain oversight of consents, leases and legal and insurance contracts and requirements.
- Manage META client engagement including contracts, mobilisation support, supply chain introductions as well as supporting their interface with the regulatory/ post consent requirements of the project.
- Work closely with the Operations Manager to ensure operational needs are met.
- Working with Marketing/Communications Manager, support content for META promotion and communications to various stakeholders
- Work with the Marketing / Communications Manager and wider team at PCF on stakeholder engagement (including local community), capturing the range of views and building constructive relationships.
- Establish effective relationships with technology developers, Welsh supply chain players, academia and other potential project partners - identifying collaboration opportunities and ensuring activities are aligned and strategic opportunities realised.
- Organise and attend meetings, workshops and events on behalf of META.
- Identify and manage META opportunities at conferences to raise awareness of the project as well as wider marine renewable energy (MRE) sector across Wales, strategic relationships between projects, the scale and nature of opportunities in Wales and disseminate information on the MEW programme of projects.
- Undertake META business development activity to deliver the core offering of “Wales National Test Centre”, including identifying and following leads, presenting META to potential customers, building client relationships, networking, hosting and actively participating in conferences and events (including wider MEW run events).
- Work with CEO, MEW Programme Manager and Business Development Manager to identify opportunities and support applications for follow up/additional funding.
- Work with CEO, MEW Programme Manager and Business Development Manager to develop META as an ongoing business promoting it as a resource to the MRE community and generating additional income
- Manage procurement processes for the project via the necessary platforms (i.e. Sell 2 Wales)
- Other duties of a similar level as required by PCF.

Personal Specification

Essential:

- Thorough understanding of the offshore renewable energy sector, its role and potential including barriers and challenges faced by technology developers.
- Understanding of the consenting/ regulatory requirements of offshore energy projects.
- Strong interest in sustainability and renewable energy.
- Educated to degree level in a related discipline.
- Proven, relevant project management experience in a related sector.
- Excellent communication skills (verbal and written) and experienced disseminator of information including preparing and delivering reports. Ability to translate technical information into easily understood communications.
- Strong interpersonal and communication skills, including preparing and delivering presentations in a clear and concise manner to different audiences.
- Highly developed organisational skills with experience of organising and hosting meetings and events.
- Experience of engaging and building rapport with and managing a broad range of stakeholders including public and private sectors and academic community.
- Proactive, self-motivated with ability to work on a number of tasks with minimal supervision & under pressure.
- Excellent IT skills.

Desirable:

- Qualification in Project Management.
- Marine renewables experience.
- Experience of working with European or grant funded projects.
- Experience of working within the Welsh policy context.
- Ability to speak Welsh.

The ability to travel to meetings/events/site visits within Wales, the UK and Europe including overnight stays is a necessary and regular feature of this post, a passport and suitable vehicle are 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.