



CANDIDATE INFORMATION BOOKLET

**EDUCATION OFFICER
Part-Time
(1 year Contract)**

**Closing date for applications:
1pm on Friday 22nd March 2019**

REF TEO/19

If you have a disability that makes reading difficult,
this document can be obtained in other formats.

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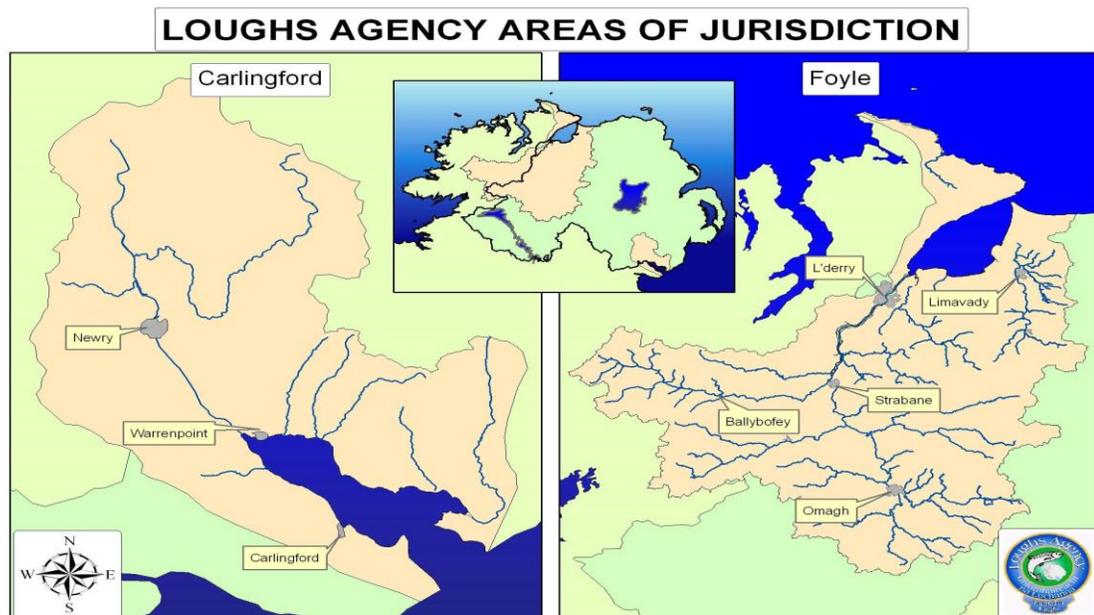
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Introduction

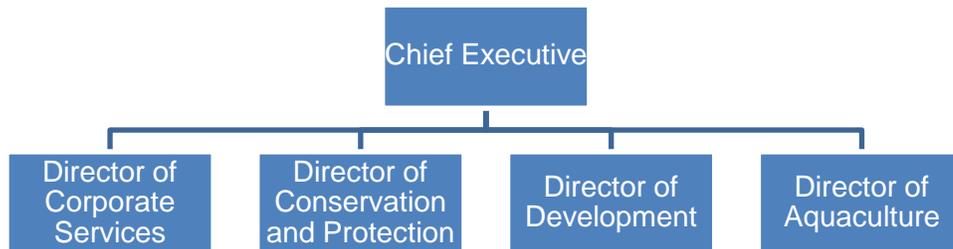
The Loughs Agency was established by the Foyle, Carlingford and Irish Lights Commission (FCILC), a North / South Implementation body, and inherited the functions and responsibilities of the Foyle Fisheries Commission with regard to the conservation, protection, management and improvement of the fisheries of the cross border Foyle Area. The North/South Co-operation Order and British Irish Agreement Act extended those functions to the cross border Carlingford Lough catchments and added further functions with regard to Shellfisheries, Aquaculture and Marine Tourism.

The Loughs Agency is an agency of the Foyle, Carlingford and Irish Lights Commission (FCILC), established under the 1998 agreement between the Government of the UK of Great Britain, Northern Ireland and the Government of Ireland. The FCILC is legislated by the North South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999 and the British-Irish Agreement acts 1999 and 2002. The Board of the FCILC reports to the North South Ministerial Council and the sponsoring departments are the Department of Agriculture and Rural Development in the North and the Department of Communications, Marine and Natural Resources in the South.

The Loughs Agency aims to provide sustainable social, economic and environmental benefits through the effective conservation, management, promotion and development of the fisheries and marine resources of the Foyle and Carlingford Areas as outlined below.



Loughs Agency Senior Management Team Structure



Functions and Objectives of the Loughs Agency

The Functions of the Loughs Agency as set out by the North South implementation body are as follows:

- the promotion of development of Lough Foyle and Carlingford Lough for commercial and recreational purposes in respect of marine, fishery and aquaculture matters
- the management, conservation, protection, improvement and development of inland fisheries of the Foyle and Carlingford Areas.
- The development and licensing of Aquaculture
- The development of marine tourism

The objectives of the Agency in the Foyle and Carlingford areas are:

- Conserve and protect salmon and inland fisheries of the Foyle and Carlingford areas
- Manage and develop salmon and inland fisheries of the Foyle and Carlingford Areas
- Promote the development of Lough Foyle and Carlingford Lough for commercial and recreational purposes
- To license and develop aquaculture
- To develop marine tourism
- To pursue increased efficiency and continuous improvement in the delivery of services to all customers
- Ensure the efficient, effective and economic utilisation of resources available to the Agency

JOB DESCRIPTION



Job Title:	Education Officer
Organisation:	Loughs Agency of Foyle, Carlingford and Irish Lights Commission
Directorate:	Development
Location:	Based at Loughs Agency Headquarters, Prehen, but will be expected to travel throughout the Foyle and Carlingford areas when necessary
Grade/Salary:	EOII / Scale: £24,429 - £25,225 p/a pro-rata
Hours:	20 hr week (may include evenings and weekends)
Responsible to:	Director of Development
Contract:	Duration 1 year (possible extension subject to funding).

Purpose of the Role:

The Education Officer is responsible for

- The delivery and development of Riverwatch educational programmes which are designed to increase the understanding of the environmental, social and economic value of the resources of the Foyle and Carlingford areas.
- Assisting with the care and maintenance of the Riverwatch visitor centre and aquarium systems.

Key Functions:

- To abide by and contribute to health and safety information and good practice to ensure the safety of self and others particularly young people who visit the Visitor Centre or attend events organised by the Agency.
- Undertake the care, maintenance and general husbandry of the Riverwatch aquarium systems.
- Service the needs of individuals and groups to the Riverwatch Visitor Centre.
- Undertake the delivery and development of Riverwatch outreach programmes.
- Prepare and collate information and educational materials for the public and main stakeholders.
- Deliver presentations to internal and external groups.
- Provide administrative and technical support to the Information Services Officer
- Assist with providing content for the Loughs Agency website.

Duties and Responsibilities:

Assist with Aquariums

- Ensure the aquarium systems are checked and maintained daily to ensure they are at the required standard for visitors.
- Ensure the aquarium systems are stocked with native species of fish at appropriate stocking levels.
- Ensure that the water quality of the aquarium tanks is maintained at appropriate levels including the collection of saltwater for replenishment purposes.
- Ensure that aquarium stocks are fed regularly and appropriately for each species and are monitored for health and welfare.
- Ensure that interpretative panels are maintained and updated when necessary.
- Ensure that the centre is clean and presentable at all times
- Monitor and record the numbers of visitors to the centre on a weekly basis.

Education and Outreach

- Delivery of education programmes to youth, community and school groups at Riverwatch including presentations
- Delivery of outreach programmes to youth, community and school groups.
- Development of education programmes (both at Riverwatch and through outreach) suitable for youth, community and school groups at a variety of ages and abilities through liaising with colleagues, teachers and community groups on format and content.
- Attendance at and organising of internal and external events to raise awareness of relevant environmental issues in line with the Agency's responsibilities.
- Liaise with school, youth and community groups to encourage and arrange bookings and follow up activities and ensure that accurate booking and evaluation records are maintained.
- Assist in the evaluation of educational/outreach programmes
- Carry out risk assessments
- Remain conversant with developments in educational and relevant environmental issues with regard to the Agency's responsibilities.
- Ensure the maintenance and security of educational equipment and materials.

Marketing & Communication

- Ensure a quality flow of timely information from the Agency to stakeholders and customers.
- Undertaking research and collation of information for projects as required.
- Provide information to the public through the Visitor Centre and outreach programmes.
- Assist in the development of promotional material for the Loughs Agency Interpretive centre and outreach programmes.
- To provide information and advice to all customers using the facilities of the Agency.
- Assist with the marketing of the Loughs Agency's activities and promote Riverwatch programmes to our target audience through a variety of methods.
- Ensure that the organisation projects a positive and professional corporate image, which clearly transmits its vision, aims, principles and objectives in an unambiguous and user friendly manner.
- Ensure that information technology is exploited fully to improve communication and to meet the needs of its target audiences.

- Assist with the updating of the Loughs Agency website via the content management system and in conjunction with our website development company.
- Develop and distribute advertisements and promotional material using Agency or purchased photography and using appropriate software to promote Riverwatch and the Loughs Agency.

General

- Maintenance and development of stakeholder databases
- Procurement of services and products required to undertake work related tasks
- General administration duties
- The post holder is also required to carry out any other duties that may from time to time reasonably be required within the general level of responsibility for the post.

CORE COMPETENCIES

The following section details the core competences of the role. They are framed against the specialist NICS core competence framework and will form the basis of the assessment process.

Seeing the Big Picture

- Keep up to date with a broad set of issues relating to the work of the Department.
- Develop understanding of how own and team's work supports the achievement of departmental priorities and delivery to the citizen.
- Focus on the overall goal and intent of what they are trying to achieve, not just the task.
- Take an active interest in expanding their knowledge of areas related to own role.

Changing and Improving

- Understand and apply technology to achieve efficient and effective business and personal results.
- Consider and suggest ideas for improvements, sharing this feedback with others in a constructive manner.
- Conduct regular reviews of what and who is required to make a project/activity successful and make ongoing improvements.
- Put aside preconceptions and consider new ideas on their own merits.
- Help colleagues, customers and corporate partners to understand changes and why they have been introduced.
- Identify, resolve or escalate the positive and negative effects that change may have on own role/team.

Making Effective Decisions

- Demonstrate accountability and make unbiased decisions.
- Examine complex information and obtain further information to make accurate decisions.
- Speak with the relevant people in order to obtain the most accurate information and get advice when unsure of how to proceed.
- Explain clearly, verbally and in writing, how a decision has been reached.
- Provide advice and feedback to support others to make accurate decisions.

- Monitor the storage of critical data and customer information to support decision making and conduct regular reviews to ensure it is stored accurately, confidentially and responsibly.

Leading and Communicating

- Display enthusiasm around goals and activities – adopting a positive approach when interacting with others.
- Listen to, understand, respect and accept the value of different views, ideas and ways of working.
- Express ideas effectively, both orally and in writing, and with sensitivity and respect for others.
- Confidently handle challenging conversations or interviews.
- Confront and deal promptly with inappropriate language or behaviours, including bullying, harassment or discrimination.

Collaborating and Partnering

- Demonstrate interest in others and develop a range of contacts outside own team to help get the job done.
- Change ways of working to facilitate collaboration for the benefit of the team's work.
- Proactively seek information, resources and support from others outside own immediate team in order to help achieve results.
- Readily identify opportunities to share knowledge, information and learning and make progress by working with colleagues.
- Listen attentively to others and check their understanding by asking questions.
- Take responsibility for creating a working environment that encourages equality, diversity and inclusion.

Building Capability for All

- Take ownership of team and individual development by identifying capability needs and consistently achieving development objectives.
- Take responsibility for the quality of own work and seek opportunities for improvement through continuous learning.
- Proactively support the development plans of others.
- Take account of the diverse contributions of team members and delegate work to improve capabilities of all.
- Encourage and be open to developmental feedback from others.

Delivering Value for Money

- Manage information and financial data so that it is accurate, easily located and reusable.
- Can account for expenditure and create well supported argument for extra expenditure e.g. overtime
- Take opportunities to challenge misuse of resources in order to achieve value for money and sustainable ways in working.
- Understand that all actions have a cost and choose the most effective way to do something in a resource-efficient way.
- Ensure that recognized control procedures and practices are maintained.
- Monitor resources against plans and budget, identify and flag up variances.

Managing a Quality Service

- Explain clearly to customers what can be done.
- Work with team to set priorities, create clear plans and manage all work to meet the needs of the customer and the business.
- Ensure that levels of service are maintained – flag up risks or concerns in order to meet customer requirements.
- Keep internal teams, customers and delivery partners fully informed of plans and possibilities.
- Promote adherence to relevant policies, procedures, regulations and legislation, including equality diversity and health and safety.
- Identify common problems or weaknesses in policy or procedures that affect service and escalate these.

Delivering at Pace

- Create regular reviews of what and who is required to make a project/activity successful and make ongoing improvements.
- Be interested and positive about what they and the team are trying to achieve.
- Take ownership of problems in their own area of responsibility.
- Remain positive and focused on achieving outcomes despite setbacks.
- Check own and team performance against outcomes, make improvement suggestions or take corrective action when problems are identified.
- Set and achieve challenging goals and monitor quality.

Achieving Outcomes through Delivery Partners

- Be able to identify and access departmental procurement and appropriate expertise.
- Understand and be able to explain departmental approach to assigning contractual and financial delegations.
- Recognise when deliverables and/or services derived from a business arrangement are not being delivered to the required level of quality or standard and take appropriate action.
- Fully meet commercial confidentiality and data security requirement in contracts.

PERSON SPECIFICATION

Education Officer

Essential Criteria

Applicants *must* demonstrate that they possess the following criteria, by the closing date for applications:

1. A 3rd level qualification relevant to the post **AND** 2 years relevant experience in the management and delivery of education / environmental programmes and show demonstrable experience in at least 3 of the following areas:
 - Design and production of environmental education resources for primary and post primary level.
 - Management of projects / programmes
 - Event planning, co-ordination and delivery
 - Working in partnership with community and voluntary sectors
 - Managing resources and budgets
 - Volunteer Programme design and delivery

OR

2. 3 years' experience in the management and delivery of education / environmental programmes and show demonstrable experience in at least 3 of the following areas:
 - Design and production of environmental education resources for primary and post primary level.
 - Management of projects / programmes
 - Event planning, co-ordination and delivery
 - Working in partnership with community and voluntary sectors
 - Managing resources and budgets
 - Volunteer Programme design and delivery
3. A proven ability to plan, manage and deliver substantial projects on time and within budget.
4. A willingness to travel and work evenings and weekends.
5. Full current driving licence (held for at least 2 years and with no more than 6 penalty points)

Desirable Criteria

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the following desirable criteria will be used.

- 1 A degree qualification relevant to the post.
- 2 Experience of developing cross border projects.

SHORT-LISTING INFORMATION

The technical elements related to the duties and responsibilities of this job will be scored on a competency based framework at shortlisting and interview. This means that **ONLY** those candidates who most closely match the requirements of the post are likely to be short-listed.

Each applicant should consider carefully if they can demonstrate the required levels of skill and experience before they spend time completing an application form. It is not enough to state that you have an 'awareness' or 'knowledge' of the areas stated, candidates must demonstrate actual skills and experience that can be checked with previous employers where necessary.

Each candidate should take care to complete their application in a way that ensures that the short-listing panel fully understands both their academic success and the skills and experience they have gained.

Please do not complete any section unless you can demonstrate actual skills and experience that can be checked with previous employers where necessary. Please confine your answers to the spaces provided.

Candidates who can demonstrate the ability to effectively operate as a member of a team may be preferred. Project work often has to take advantage of good weather conditions and as such a flexible approach to working hours is also preferred.

GUIDANCE FOR MAKING YOUR APPLICATION

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the essential criteria.

- The space available on the application form is the same for all applicants and must not be altered.
- We will not accept CV's, letters, additional pages of any other supplementary material in place of or in addition to completed application forms.
- Applicants must complete the application form in Arial font 12, or legible, block capitals.
- Applicants must not reformat application forms.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- Applications will not be examined until after the closing date.
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your branch or your job.
- Relevant or equivalent qualifications – if you believe your qualification is equivalent to one required, the onus is on you to provide the panel with details of modules studied etc. so that a well-informed decision can be made.
- It is essential that all applicants demonstrate on their application form how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.

- The examples you provide should be concise and relevant to the criteria. This is very important as the examples that you provide may be discussed at interview and you may need to be prepared to talk about these in detail if you are invited to interview. **It is your unique role that the panel are interested in, not that of your team or division.**
- The Loughs Agency will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.

Application Form Submission

- It is preferred that applicants use the on line link to the applications which facilitates completion and submission on line however, completed applications can be submitted by post to Human Resource Officer, Loughs Agency, 22 Victoria Road, Derry~Londonderry, BT47 2AB, emailed to careers@loughs-agency.org or hand delivered.
- **We will not accept incomplete application forms, application forms received after the closing deadline or reformatted applications.**
- We do not accept faxed applications.
- Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to the Loughs Agency to meet the required deadline.
- We will not accept any application where we are asked to pay for any shortfall in postage.
- Should you have any queries please contact Lenice Quinn, Human Resource Officer on 02871 342100

Equal Opportunities Monitoring Form

Please note that the Equal Opportunities Monitoring Form is regarded as part of your application and failure to complete and return it may result in disqualification.

Order of Merit

The selection panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first. The Agency will allocate to this vacancy (or similar grade) in the order listed. The order of merit is valid for one year. Therefore, if this post becomes available again within this year, the next suitable candidate will be offered the post without further competition.

Candidates should note that successful applications will be held on a list for a period up to 12 months to fill temporary positions, should they arise.

GUIDANCE FOR INTERVIEW

It is anticipated that interviews for this position will be held **Friday 29th March 2019** at Loughs agency HQ.

At interview, the technical elements related to the duties and responsibilities of this job will be scored on a competency based framework. The selection panel will assess candidates against the behavioural competences, qualifications and experience required for the post.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience;
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance of this role;
- Provide specific and verifiable examples of your experience in relation to the required competence areas.

ADDITIONAL INFORMATION

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability disclosed are used for this purpose only and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact Siobhan McCarron on 02871 342100.

Vetting Procedures

Prior to appointment with the Loughs Agency the following will be required:

- Proof of qualifications
- Copy of valid Driving Licence
- Receipt of 2 satisfactory references (references will not be sought until after the final stage of the assessment process).
- Basic level security clearance which is managed by Access NI.

Availability

The post is based in the Foyle Area, however the successful applicant may, on occasion, also be expected be required to travel within Northern Ireland, to other parts of the Republic of Ireland outside the Foyle catchment.

Any Other Duties

Appointees may be required to carry out any other duties that may (from time to time) arise and which are reasonably required within the general level of responsibility for the post.

Salary

Starting salary will normally be at the minimum of the scale. Consideration of a higher starting salary may be given to applicants with exceptional relevant experience and/or skills and only then if all 'suitable' candidates have refused the minimum salary offered.

Closing Date

Completed application forms must be returned to arrive not later than **1pm on Friday 22nd March 2019.**