



Job Description for the North Sea Marine Cluster Business Manager/Administrator

The North Sea Marine Cluster (NSMC) is a cross-sectoral group focussed on supporting regional growth and catalysing a higher profile for marine services and technologies in the region. Initial members are the University of East Anglia and Gardline. Our aim is to build regional membership among complementary enterprises and organisations that share the aims and objectives of the NSMC and are prepared to make an active contribution to its activities.

Key aims of the cluster include:

- creating and securing business, development and research opportunities which will bring Regional economic, environmental and scientific benefits and to raise the profile of the Region in these areas.
- to act as a forum for consultation and to contribute to decision making on the sustainable management and use of the marine environment in our region.

The cluster has successfully delivered a number of high-profile events and reports generating interest within the region and beyond. We are seeking a dynamic and experienced candidate to help build on this success and to take the cluster to the next stage in its development. Key objectives of this new role include:

- Developing and delivering a business plan for the cluster – to include securing revenue from project activities and growing the number of members.
- Project managing cluster projects, events, reports and other activities. This is expected to include projects eligible for EU and other funding criteria.
- Representing the Cluster at a range of events and meetings, including at a senior level.
- Researching and scoping future projects and reports.
- Advising the Cluster Steering group on strategic issues, and providing administrative support to the steering group where necessary.

Key skills

ESSENTIAL

- Energy, drive, and strategic vision to develop and deliver a business plan and to grow the cluster.
- Strong project management and negotiation skills.
- Understanding of EU and UK government funding schemes.
- Strong communication skills with ability to represent the cluster at a range of events and at senior level
- Ability to travel around the region and London frequently.

DESIRABLE

- Experience /understanding of policy and regulatory issues covering marine environment, sustainable development, fisheries and the `green economy`
- Understanding of business, academic and government needs and drivers.
- At least 10 years professional experience in any of these sectors.

Details:

Hours: Part-time – up to 2.5 days per week.

Term: An initial term of 2 years is expected, with the possibility of extension.

Location: Flexible (Norwich, Yarmouth, London likely to be most regular locations)

Pay: Subject to candidate

The successful candidate will report to the Cluster steering group.