
ROLE PROFILE and PERSON SPECIFICATION



Post Title	Project Officer
Remuneration	£25,205 - £27,337 per annum FTE (pro-rata for the contract period)
Contract	Fixed-term contract, until 31/03/2027
Base Location	Europa Point Campus, University of Gibraltar
Hours	37-hours per week full-time / 20-hours per week part-time
Annual Leave	25 days per annum, pro-rata, unused entitlement is not payable
Responsible to	Project Lead and Director of Academic Programmes and Research

GENERAL

The University of Gibraltar is a not-for-profit independent tertiary institution established in Gibraltar under the University of Gibraltar Act 2015. Its principal mission is to respond to current societal needs as well as to shape personal and professional futures through the pursuit of education, training, and research. The University is committed to innovative partnerships with business, government, charitable foundations, healthcare and educational institutions. It is a regionally facing institution that seeks to be globally engaged and recognised.

BACKGROUND

This post forms part of the Darwin Plus Local-funded project Building Applied Maritime Biodiversity Stewardship Competencies in Gibraltar, led by the University of Gibraltar in collaboration with the Department of Environment, Sustainability, Climate Change and Heritage (DESCCH).

Gibraltar's marine ecosystems face a range of pressures including marine litter, water-quality, wildlife disturbance, underwater noise and non-indigenous species. This project seeks to address fragmented knowledge, practices and capacity-building needs across maritime education, government, conservation and operational sectors.

Informed by a policy review and evidence generated through an online survey, stakeholder focus groups, and an external review, the project will deliver a Maritime Biodiversity Stewardship Framework. The framework will include a roadmap to support enhanced professional practice, lifelong learning and community engagement.

JOB PURPOSE

The Project Officer will provide research-focused, delivery-oriented support for implementing the Darwin Plus Local project. The postholder will play a central role in biodiversity-informed evidence gathering, policy and practice review, survey administration, data organisation, stakeholder documentation, dissemination and reporting related to maritime biodiversity stewardship in Gibraltar.

The postholder will support research coordination, fieldwork logistics, data collection, stakeholder liaison, record-keeping, procurement, project logistics, and outreach activities, ensuring project activities are delivered in line with the approved workplan, milestones, and outputs.

The postholder will be based in Gibraltar and may be required to work outside standard office hours to support stakeholder meetings, focus group activities, workshops and dissemination events.

The postholder is expected to commence on the 19th October 2026.

KEY RESPONSIBILITIES

Project Coordination and Implementation:

- Support the day-to-day implementation of project activities in line with the approved workplan milestones and timelines.
- Coordinate logistics and communications for project meetings, stakeholders' focus groups, validation workshops, and dissemination activities.
- Liaise with the Project Lead, project consultant, Research Office, DESCCH and participating stakeholders to ensure smooth delivery of activities.
- Maintain project records, documentation, meeting notes, evidence logs, and activity tracking systems.
- Support procurement, scheduling and administrative arrangements directly related to project delivery.

Maritime Biodiversity Stewardship Framework development:

- Support the policy, evidence and practice review related to maritime biodiversity stewardship, marine conservation and relevant Gibraltar and international frameworks.
- Assist with the design, administration and documentation of the survey, in line with the approved ethics process.
- Support the organisation, facilitation and documentation of stakeholder focus group and related engagement activities.
- Compile, synthesise information and support basic quantitative and qualitative analysis from the survey, focus group, policy review and technical inputs for the development of the Maritime Biodiversity Stewardship Capacity-Building Reference Framework and priority action roadmap.
- Assist in drafting clear activity reports, evidence summaries, findings, framework sections and project outputs.

Outreach Support:

- Support communication with students, academic staff, DESCCH and participating stakeholders.
- Contribute to the preparation of stakeholder materials, briefing notes, communication materials, summaries, presentations and dissemination content.

- Support outreach and communication activities related to project findings, outputs and achievements.
- Contribute to the organisation of dissemination events, including the final presentation, local engagement activities and wider communication outputs.

Project Monitoring, Reporting, and Administration:

- Support evidence gathering and reporting against project objectives and indicators.
- Assist the Project Lead and project consultant in preparing technical, progress and final reports.
- Contribute to monitoring and evaluation activities, including collecting feedback and documenting lessons learned and maintaining evidence of delivery.
- Ensure all project documentation is properly archived and accessible.

University Administration:

- Contribute to a supportive Research Office environment, working collaboratively in line with the University's values and ethos.
- Support the maintenance of Research Office web and digital content, ensuring students, academics, and partners remain informed, connected, and engaged.
- Engage with wider University units by supporting the organisation of departmental events, seminars, and workshops that foster outreach and reflect the University's commitment to community.
- Provide support, as appropriate, to academic and professional staff of the Research Office, contributing to an effective working environment.
- Undertake additional duties, as appropriate, to support the shared goals and values of the wider University community.

Other

- Actively promote the mission and values of the University.
- Act ethically and uphold the University's sustainability commitment at all times.
- Work within the Health, Safety and Welfare at Work Act 1999; fulfilling the legal duty to take responsible care for own health and safety and others who may be affected by their actions.
- Ensure that the highest standards of professional performance are maintained.
- Promote equal opportunities, diversity and inclusion in the work of the University.
- Ensure compliance with relevant legislation and statutory codes of practice, as advised.
- Ensure all University policies are implemented within the remit of this post.

PERSON SPECIFICATION

	Essential [E]	Desirable [D]
Qualifications	• Master's degree in environmental management, conservation, biology, social sciences, communications, education, or a related discipline.	• PhD in progress or a completed PhD in a relevant subject area
Previous Experience	• Demonstrated experience in project coordination, administration, or field-based project support.	• Experience working in marine biodiversity, conservation or

	• Experience coordinating workshops, focus groups, stakeholder meetings, or training activities.	environmental education projects • Experience supporting the development of training materials.
Knowledge, Skills and Abilities	• Good level of IT-skills and use of the Microsoft suite of programmes and survey tools as Forms, Google Forms or Qualtrics. • Knowledge of data collection and reporting tools. • Good understanding of quantitative and qualitative research methods, including surveys, interviews, focus groups. • Strong organisational and communication skills. • Strong interpersonal and teamwork skills. • Ability to work collaboratively with multidisciplinary teams and external stakeholders. • Ability to work independently and manage multiple tasks simultaneously. • Ability to work to project objectives, milestones, outputs and deadlines within a short fixed-term delivery period. • Professional, proactive, and adaptable approach to work.	• Familiarity with Gibraltar's marine environment and conservation issues. • Basic knowledge of SPSS, R or equivalent data analysis tools. • Basic knowledge of qualitative analysis software such as NVivo or MAXQDA, or willingness to learn. • Experience in public engagement initiatives • Experience of and comfortable with public speaking and preparing presentations • Understanding of biodiversity stewardship, sustainability thinking, lifelong learning or capacity-building approaches or willingness to learn.
Values and Principles	• Commitment to the University's values. • Flexibility in working hours to accommodate peaks in workload. • Strong commitment to, and understanding of, the principles of equality, diversity & inclusion. • Culturally nimble and able to interact in a work environment in both very formal and very informal contexts. • Energetic, enthusiastic and a good communicator.	