



## Work with us:

# Head of Programmes & Engagement

**Location:** Flexible / Remote (with travel to events and stakeholder meetings)

**Term:** Full-time

**Reports to:** CEO

**Salary:** £40k - £50k + benefits

### About Ocean and Coastal Futures (OCF)

Our mission is to help improve sustainable ocean management. We aim to achieve this by convening, connecting, and sharing knowledge across the sector. Ocean and Coastal Futures is the independent heart of the UK's marine and coastal conversation. Through our flagship Coastal Futures conference, our weekly news services, and our growing year-round programme, we bring together government, industry, academia, and NGOs to tackle the most pressing challenges facing our blue spaces.

As we embark on a purposeful transformation, we are seeking a highly organised and creative Head of Programmes & Engagement with a deep understanding of the marine and coastal sector to lead the execution of our expanding portfolio.

### The Role

This is a pivotal role for a "doer" who also understands the big picture. You will be responsible for the end-to-end delivery of our major in-person conferences and our evolving digital webinar and CPD offers.

This isn't an administrative role; you will be the lead for building the professional home for the marine and coastal sector. You will be commercially minded, using your excellent communication skills to bring people together and manage complex stakeholder relationships, spot opportunities, and ensure that every OCF touchpoint, whether a 500-person London conference or a niche technical webinar, is delivered with excellence and editorial integrity.

## Key Responsibilities

- **End-to-End Event Programme Delivery:** Lead the planning, sequencing, and execution of the annual OCF event calendar. This includes our major in-person conferences, hybrid events, and online.
- **Stakeholder & Network Management:** Act as a key point of contact for our diverse community. You will leverage our network to navigate the interests of regulators, academics, and industry leaders, ensuring our content remains relevant and our partnerships remain strong.
- **Business Development & Sponsorship:** Work closely with the leadership team to identify and secure sponsors and partners. You will write compelling proposals and ensure that our corporate partners receive exceptional value and visibility.
- **Creative Content Shaping:** You will use your knowledge of the UK marine/coastal sector to help shape themes, identify speakers, and design engaging session formats.
- **Operational Excellence:** Manage budgets, timelines, and external suppliers (venues, AV, digital platforms) with disciplined financial oversight. You must be able to work well under pressure to meet delivery milestones.
- **Sector Engagement:** Stay at the forefront of UK marine policy and coastal management trends to ensure OCF remains the most trusted voice in the sector.

## The Person

We are seeking an individual who combines a high degree of organisational rigour with strong interpersonal skills. The successful candidate will be comfortable operating in the dynamic environment of live events, while maintaining the precision and discipline required to manage budgets and financial tracking with accuracy.

### Experience & Skills:

- **Proven Delivery & Stakeholder Management:** A strong track record of managing complex projects and high-profile workstreams. You are experienced in convening diverse groups, building consensus among senior stakeholders, and maintaining momentum across long-term relationships and initiatives.
- **Sector Knowledge:** You will have a demonstrable background in the sectors we work with and ideally in the UK marine and coastal sector in some form. This expertise can be from any discipline, such as marine policy and planning, fisheries, marine science, offshore wind, nature conservation, coastal management, coastal communities, offshore industries, ports or shipping. This experience can be from industry, government, consultancy, community group, communications, or any relevant field.



- **Programme Coordination & Event Delivery:** You possess the capability and composure to oversee the delivery of high-impact programmes, including large-scale in-person conferences and digital sessions. You are comfortable working under pressure to ensure that these key moments for the sector are executed with professional polish and precision.
- **Highly Organised:** A strong aptitude for project management, demonstrating a clear and structured approach to planning, sequencing, and consistently meeting deadlines.
- **People-Centric:** An exceptional communicator, with the ability to build rapport with senior stakeholders, interpret group dynamics effectively, foster collaboration, and provide guidance and support to junior colleagues or partners.
- **Commercial Mindset:** Comfortable engaging in commercial discussions, with the ability to identify sponsorship opportunities and understand the value exchange inherent in professional partnerships.

#### **Desirable Attributes:**

- **Creative Spark:** You look for new ways to deliver information—whether through interactive digital platforms or innovative networking formats.
- **Entrepreneurial Spirit:** You are excited by the idea of helping a small, influential organisation grow its impact.

#### **Why Join Us?**

This is a unique opportunity to influence the future of the UK's marine environment. You will be at the very centre of the sector's most important conversations, working with a prestigious network of experts and leaders.

OCF has built on 30 years of heritage, and we are combining that stability with a startup energy for this new phase of growth. We offer a flexible working environment, a high degree of autonomy, and the chance to play a foundational role in OCF's next phase.



## How to Join the Team

If you're ready to shape the future of the UK's marine and coastal conversation, please send your CV and a short cover letter (max. 2 pages) to [david@coastms.co.uk](mailto:david@coastms.co.uk) with the subject line '**[Your Name] – Head of Programmes Application**' by 23:59 BST on 30 April.

We are less interested in a standard list of duties and more interested in how your experience, knowledge and creative approach will help OCF scale its impact.

Ocean and Coastal Futures thrives on sharing knowledge and connecting people. To ensure we are tackling the most pressing challenges facing our coasts and seas effectively, we need a breadth of lived experience and thought. We strongly encourage applications from all groups to help build a more inclusive and impactful sector.

If you have any questions about the role or would like an informal chat before applying, please do get in touch at the email address above.