



## APPLICATION FOR EMPLOYMENT

### Tobacco Caye Marine Station Manager

#### BACKGROUND

Tobacco Caye Marine Station (TCMS) is a marine research and education study abroad centre based within the South Water Caye Marine Reserve. TCMS is part of the Monkey Bay Wildlife Sanctuary Non-Governmental-Organisation. Since 2008 TCMS has hosted up to 1000 Belizean and international students per season (December – August). We also assist the Fisheries Department in monitoring the health of the Mesoamerican Barrier Reef, a UNESCO World Heritage Site.

Our mission is to promote awareness of the South Water Caye Marine Reserve, the Belize Barrier Reef System, and the global importance of tropical marine environments. TCMS has emerged from its infancy with a stable foundation of for-profit services and non-profit projects. Located on the four-acre island of Tobacco Caye, twelve miles offshore from Dangriga Town, on the reef crest of the western hemisphere's premier marine environment, TCMS works alongside the local community to help share Belize's marine environments with the world and reinvests profits directly into the community to facilitate research development.

TCMS is looking for a Station Manager to host student groups as well as work with the government and local partners in the field to develop conservation programmes. The Station Manager position encompasses three separate roles: marine scientist, the general manager of a business, and program director of an NGO. This diversity creates a position that is both challenging and rewarding. Opportunities to expand TCMS are abundant and diverse. To fully capitalize, the Station Manager must incorporate creativity and imagination into a role otherwise focused on administration and science.

Person specification: We are looking for individuals or couples with a strong background in marine science/conservation, environmental education, and research and with experience of working in remote and challenging locations. We will also consider applications from couples where one partner has a marine science background, providing that the other partner possesses a complementary skillset that benefits TCMS and there is an existing track record of having worked together in similar positions. One or both applicants should have extensive in-water experience, preferably a mixture of diving and snorkelling.

Application Close Date: 16<sup>th</sup> July, 2023

Interview date: W/C: 24<sup>th</sup> July, 2023

Start Date: December 2023

Please send the following application requirements as one email to [t.c.marinstation@gmail.com](mailto:t.c.marinstation@gmail.com):

- Completed application form found below.
- A CV detailing skills and experience only relative to the application
- A covering letter stating why you feel that your skills and experience will facilitate you succeeding in the role and please detail any previous experience with TCMS - 1000 words maximum.
- Provide details of two references

Please note that couples applying for this role should both complete the application requirements and submit in one email. Please email all to [t.c.marinstation@gmail.com](mailto:t.c.marinstation@gmail.com) including the phrase 'Application for Station Manager Vacancy 2023' in the subject title. Applicants invited to interview will be notified within a week of the closing date. Interviews will be conducted remotely via Zoom. Please do not follow up on your application, if you don't hear from us by the end of July then your application has been unsuccessful.

PERSONAL DETAILS	
Title	Surname:
	First Name(s):
Address (For correspondence):	
Nationality:	
Telephone Number(s)/WhatsApp number:	
e-mail:	

QUALIFICATIONS / EDUCATION / DATES	
Undergraduate Degree	
Post-graduate Degree	

COMPETENCIES / SKILLS / KNOWLEDGE (Please provide a summary of how you meet these criteria)	
------------------------------------------------------------------------------------------------	--

Essential:	
Degree in a relevant discipline, preferably in marine sciences.	
Fluent English-speaking and written skills.	
Relevant experience in ocean and coastal conservation or research.	
First Aid certified, lifeguard or CPR certification.	
PADI Open Water Diver qualification (or equivalent)	
Proven ability to live in remote environment. Preferably in a developing nation.	
Experience of working with students.	
Demonstrable experience of teaching large groups in both classrooms and field-based settings.	
Experience of leading groups of snorkelers of varying abilities.	
Business administration and accounting experience.	
Demonstrable management experience.	
Good level of physical fitness.	
Ability to learn and identify common Caribbean reef fish and invertebrates.	
Practical nature and ability to become conversant with operations of station equipment, mission, and research projects.	
Able to motivate oneself and others of varying ages.	
Ability to objectively assess risk and respond accordingly.	

Desirable:	
PADI Rescue Diver qualification or higher (or equivalent)	
Experience in pro-actively developing successful research projects and grant proposals for ocean-related projects.	
Experience of supervising staff, working with third party suppliers, and managing account books.	
Wilderness First Aid qualification or equivalent.	
Recognised teaching qualification.	
Grant and proposal writing experience.	
Teaching/research assistant experience at university level or higher.	
Fluent in Spanish is desirable but not essential.	

## EMPLOYMENT HISTORY

### CURRENT / MOST RECENT EMPLOYER

<b>Employer name &amp; address:</b>	<b>Please summarise duties/responsibilities and state the reasons for leaving this employment:</b>
<b>Position held:</b>	
<b>Start date:</b>	
<b>Leaving date (If applicable):</b>	
<b>Notice period:</b>	

### PREVIOUS EMPLOYERS (Most recent first)

<b>From (MM/YY)</b>	<b>To (MM/YY)</b>	<b>Position held, full or part time, employer name &amp; address</b>	<b>Summary of duties &amp; reason for leaving</b>

## EDUCATION / TRAINING

You will be required to produce documentary evidence of qualifications obtained. If still undertaking any studies, please indicate the date when the result is likely to be known

Dates From	To	Universities, Colleges & Schools	Details of Subjects & Levels Studied	Results

Please provide a detailed account of why you think you would be suitable and have the right skills for the position applied for (250 words maximum):

## REFERENCES

Please give names, relationship, email, and phone number of two referees, and indicate whether we can contact references prior to interview. One must be your current, or most recent, employer. The other reference should be a character reference. Please note that referees should not be related to the individuals applying.

Name:

Name:

Email and number:

Email and number:

**AVAILABILITY FOR INTERVIEW BY ZOOM CALL W/C 24<sup>th</sup> JULY:**

## DECLARATION

I declare that the information given in this document is correct to the best of my knowledge and belief. I understand that any wilful misstatements render me liable to disqualification or to dismissal, if engaged.

Signature:

Date:

(If sent by email we will accept your email account name as a substitute signature)

All forms can be emailed to [t.c.marinstation@gmail.com](mailto:t.c.marinstation@gmail.com)

Please include in the subject heading 'Application for Station Manager Vacancy 2023'