

PROGRAMME OFFICER AT MARITIME UK/ICS

This is an 18-month position offering a unique opportunity for a graduate to start their career with one of the UK's biggest industries.

The role will be split between Maritime UK and the Institute of Chartered Shipbrokers, based in the same offices at London Bridge.

Maritime UK is the umbrella body for the UK's maritime industries. Bringing together the UK's shipping, ports, services, engineering and leisure marine industries to drive growth by promoting the sector, influencing government and fostering collaboration.

The Institute of Chartered Shipbrokers is the professional body for all members of the commercial shipping industry worldwide. Members of the Institute are committed to maintaining the highest professional standards across the shipping industry and, as part of a professional body, members enjoy the benefits of an enhanced career in the industry.

The maritime sector is the fundamental enabler of British global trade and exports its own innovative products and services. With cutting-edge technology, high-quality design & manufacturing, unparalleled expertise in services and major investment opportunities, the UK is the natural home for global maritime business. [The sector supports just under 1 million jobs and contributes around £40bn to UK GDP](#), making maritime one of Britain's biggest industries.

The opportunity

Over 18 months, you will focus on external-facing projects. Although the role will be based in London, you will have the opportunity to travel throughout the UK to Maritime UK members or regional offices and to visit Institute of Chartered Shipbrokers branches.

You will be required to support both organisations in administrative and other functions, including:

- contributing to writing briefings, articles and newsletters
- social media and website management
- digital campaigns and marketing
- event organisation
- communications including newsletters
- preparation for meetings
- meeting with members to conduct membership audits and progress reviews
- monitoring press and political activity
- developing new programmes
- developing publications
- working on video and animations

You will specifically help Maritime UK by providing support to its cross-sector working groups, forums and taskforces to aid delivery of the following programmes:

- [Maritime Masters](#)
- [Women in Maritime](#)
- [Careers Promotion](#)
- [Maritime Futures](#)

The role holder will have unique access to industry leaders from across the maritime sector, and will complete the 18 months in a fantastic position to pursue further opportunities within this sector, or elsewhere.

Requirements

Educated to degree level.

The role holder will have:

- Excellent writing and oral communications skills
- Proven ability to develop and implement clear project plans
- Proven ability to manage numerous stakeholders
- Fast and accurate research, writing and copy-editing skills
- Innovative thinker with sound political instincts
- Ability, confidence and maturity to liaise with contacts at the highest level
- Ability to work on own initiative and self-manage
- Sound IT skills - especially with Word, Outlook, Excel, PowerPoint
- Ability to work under pressure to meet tight deadlines, prioritise workload and plan effectively
- Strong intellect and good people skills

Eligibility to work in the United Kingdom.

Job Title:	Programme Officer
Reports to:	External partnerships team (ICS) Director (MUK)
Location:	London
Salary:	£20 to £24k
Contract:	18 months
Days:	Monday to Friday, full time