



**The  
"Association Française des Ports Locaux de la Manche"  
(APLM)  
is recruiting a**

**Technical co-ordinator**

**for the SETARMS project**

*(Sustainable Environmental Treatment and Reuse of Marine Sediments)*

**Employer :** Association Française des Ports Locaux de la Manche (APLM)

**Job title:** technical co-ordinator

**Contract :** for the duration of the project: November 2009 – December 2013.

**Location :** SAINT-BRIEUC

**FTE:** 1

**Commitments:** Regular trips in the Channel area (England and France), availability required at weekends and evenings for European partners visits.

### **The SETARMS project**

SETARMS partners will work jointly for the economic development of Channel Sea ports by finding modern economic and environmental solutions relating to dredged marine sediments, based on robust scientific work.

SETARMS will be implemented with the support of INTERREG IVA France (Channel) England cross-border programme.

The project description is attached to this job description.

90% of the position is dedicated to the technical management of the SETARMS project and 10% to the management and co-ordination of the APLM (Association of Local Channel Harbours).

### **A – SETARMS project co-ordination**

APLM is lead partner of the SETARMS project, and is in charge of recruiting two people for the technical, administrative and financial management, as well as the project communication in co-operation with the SETARMS partnership. The project team will also be in charge of co-ordinating the technical work on Work Package 1, entitled: "Overview of the current situation and future opportunities of dredging in the Channel".

The team is made up of a technical co-ordinator, in charge of project co-ordination and management, and a part time project officer ("gestionnaire comptable"), in charge of the administrative and financial management of the project.



## **Job description of the technical co-ordinator**

In co-operation with the project officer and the partners heavily involved in work package 1, the co-ordinator will:

- As regards to the technical co-ordination:
  - Ensure project delivery (monitor all technical commitments from the partners during the course of the project).
  - Be the link between the project partners and the INTERREG IVA Joint Technical Secretariat.
  - Support and facilitate the collaboration between all project partners (Universities, Chambers of Commerce and Local Authorities).
  - Prepare all project meetings, working groups and dissemination seminars.
  - Co-ordinate and ensure the involvement of all partners in the writing of project activity reports.
  - Co-ordinate and finalise the communication material to be disseminated to the targeted audience.
  - Represent, on the APLM President's request, the SETARMS project at local, national and European level, including in networks and technical seminars.
  
- As regards to the implementation of WP 1 :
  - Ensure the budgetary and financial follow up
  - Co-ordinate the actions delivered by the members of the APLM, in particular the County Councils of Côtes d'Armor and Finistère (regular trips to South Finistère will be necessary to liaise with the dredging expert there).
  - Work on a bibliography research on dredging methods and issues
  - Write and follow up tenders (technical aspects) for the studies within WP1 related to dredging
  - Follow up the studies on the state and dredging needs of harbours, as well as the potential for joint action, and the environmental and social impact of dredging.
  - Ensure the final dissemination of the studies and the buy in from the partnership and beyond.

This work will need to be carried out in co-operation with the action leaders on sediments characterisation and re-use.

## **B – Co-ordination of the APLM actions (10% of working time)**

The technical co-ordinator will also be in charge of informing APLM members of the project progress and organising the General Assemblies.



**Skills and competencies required:**

- Environmental knowledge, in particular in the maritime field, and possibly dredging.
- Experience in maritime and harbour policies.
- Partnership co-ordination skills
- Ability to work and write in English
- Writing skills
- Availability for trips abroad

Should you need extra information, please contact :

Julie Verré, chargée de Mission sur la Coopération Territoriale Européenne au Conseil Général des Côtes d'Armor : VERREjulie@cg22.fr

Send your CV and covering letter by post or email by 2 November 2009 to  
"Monsieur le Président de l'APLM, Conseil Général des Côtes d'Armor – Mission Europe et International - BP 2371 - 22023 St Brieuc - Cédex 1 "

OR

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