

- Lead the development of required strategic documents such as The Living Coast Management Strategy, the Communications, Engagement and Marketing Strategy, and the 10 yearly UNESCO Periodic Review;
- Support partners and Board members in and occasionally lead the development of external funding applications for project proposals, and fundraise for operational delivery costs to enable programme implementation and management, and be responsible for the financial management of funding directly received;
- represent The Living Coast Biosphere programme and partnership at meetings with local, national and international organisations & stakeholders;
- be the technical expert on biospheres locally to advise on policy and project development by partner organisations to seek to incorporate Biosphere objectives and help to deliver desired outcomes for collective benefits;
- Work to develop and co-ordinate the monitoring of programme and partner activities, outputs and impacts that seek to contribute to the Biosphere objectives, to evaluate progress according to The Living Coast Management Strategy and UNESCO application;
- oversee and support the delivery of The Living Coast communication and engagement activities to target audiences.
- Where capacity allows support partner organisations in project development and delivery that support Biosphere objectives.

The Living Coast Delivery Board members

The role of a board member is to provide strategic direction to The Living Coast programme by representing a key sector or consortium of partner organisations on The Living Coast Delivery Board. Each member is expected to act as a conduit to embed the value of the designation and the global Biosphere objectives within their organisation or sector to enable the collaborative delivery of the Biosphere programme through relevant organisational or collaborative projects. Board members are expected to proudly promote The Living Coast Biosphere as part of their daily work, both within and outside their partner organisations.

Collectively Board members are responsible for overseeing the effective delivery of the Biosphere work programme to meet the requirements of the designation by UNESCO and to act in accordance with The Living Coast Delivery Board Terms of Reference

Member organisations also contribute financially to the core costs of The Living Coast including but not limited to the staffing cost of the Biosphere Programme Manager role, in accordance to the organisational contribution levels set out in The Living Coast Annual Funding Contributions table. Member organisations may also be approached to provide in kind support to The Living Coast, in the form of skills, expertise or other resources on a need by need basis.

Each board member acts in a voluntary capacity and there is no time limit to the lengths of membership of the board. If Board members become inactive the process of reviewing Board membership is defined in The Living Coast Board Terms of Reference. If individual members within organisations wish to transfer their position to a colleague, then one month's formal notification to the Chair is needed to ensure that a clear transition between members can take place. If member organisations wish to withdraw from the Board then they must give three months' notice to the Chair of an intention to step down.

Chair of The Living Coast Delivery Board

The Chair of the Delivery Board supports strategic development to deliver on the global Biosphere objectives and is responsible for the effective functioning of the Board, through ensuring that a suitable governance structure is in place and that process is effectively applied. This governance

comes directly from the Biosphere Delivery Board 'Terms of Reference' and the focus is on encouraging effective collaboration and participation of partners and board members. The Chair also supports the work of the Biosphere Programme Manager to ensure The Living Coast delivers its agreed UNESCO objectives. The position of Chair is entirely voluntary, and performance is evaluated on how effectively the Board functions.

The position involves serving for a two-year period, which is reviewed after a twelve-month period and that may be renewed for a maximum of 3 consecutive terms with approval from the Board. The Chair must give three months' notice of an intention to step down at which point nominations for a new Chair will take place from The Living Coast Board and partner organisations.

Vice Chair of The Living Coast Delivery Board

The role of Vice Chair exists to support the Chair in delivering the Chair's objectives as well as deputise for the Chair at Biosphere Board Meetings when needed, and to support the overall governance structure. The position of Vice Chair is entirely voluntary and involves serving for a two-year period, which is reconfirmed after a twelve-month period. The Vice Chair must give six weeks' notice of an intention to step down at which point nominations for a new Vice Chair will take place from The Living Coast Board and Partner organisations. Elections for the role of Vice Chair will take place no earlier than 12 months after elections for the Chair role has taken place.

The Living Coast Delivery Board Co-ordinator

This position acts as administrator for The Living Coast Delivery Board and involves the scheduling of Board meetings and other meetings as required. In addition, this role is responsible for the taking of minutes at meetings and general support for the Board and supporting officers. The Co-ordinator is also responsible for supporting the financial administration of The Living Coast, contributing to the creation and maintenance of communications and engagement materials such as The Living Coast website and newsletter, communicating with Board members and Partners as required and maintaining circulation lists. .

This position is held by a member of staff at Brighton & Hove City Council and forms part of Brighton & Hove City Council's support of The Living Coast as lead partner.

