

DEVELOPMENT OFFICER, SALARY NEGOTIABLE (INDICATIVE RANGE £25 to £30k)

The Institute of Fisheries Management (IFM) is a international organisation of people sharing a common interest in the modern management of recreational and commercial fisheries.

The IFM is dedicated to the advancement of sustainable fisheries management in all its forms. It is a non-profit making organisation controlled by the membership and governed by an elected council. It is seeking to expand its influence on legislation and policies that affect fisheries management by contributions to stakeholder groups, working groups, responses to consultations and working with other bodies having similar interests

The Institute, in partnership with a number of other UK institutes and societies concerned with the environment, is one of the Constituent Bodies of the Society for the Environment. The Society has a Royal Charter and is empowered to award the qualification of Chartered Environmentalist.

The IFM is seeking a Development Officer to devise and deliver services and initiatives for the Institute, with the outcome of increasing membership and income. The Development Officer will work with the branches of the Institute and Specialist Sections to organise events, either locally or nationally. The Development Officer will also identify skills and training needs of the fisheries management industry and assist the IFM to ensure provision of suitable training.

The Development Officer will seek to raise the profile of the Institute in general, acting as the external 'face' of the Institute by responding to public enquiries and developing contacts with bodies that influence the way that fisheries are managed and will be managed in future. The postholder will expand the IFM's influence on legislation and policies that affect fisheries management by contributions to stakeholder groups, working groups, responses to consultations and working with other bodies having similar interests.

The Development Officer will explore funding streams available to the Institute, income generation possibilities from the Institute's activities, including training courses, seminars and conferences, and make recommendations to Council. The role of Development Officer is expected to be effectively self-funding within the Institute's finances through income generation by various means, including conference and workshop organisation, publications and sponsorship.

The Institute operates training schemes relating to fisheries management. Its Diploma course is accredited by the Open University and can contribute to an Open University degree. The IFM is seeking to expand its role in the identification of technical capabilities required by employers in the fisheries management industry and to facilitate training to meet these needs. The Development Officer will work with the branches of the Institute and Specialist Sections to organise events, either locally or nationally.

The Development Officer will assist the Chair of the Training committee as needed with discussions on training requirements and opportunities with employers in the fisheries management industry. The Development Officer will advise and work with the Institute's Training Committee to develop training courses for the Institute that meet the requirements of employers for training in aspects relating to fisheries management and the technical development of staff. The Development Officer will advise the Institute and employers on how best to promote the benefits of Chartered status and Continuing Professional Development among members and employees.

The Development Officer will assist the Institute with compilation of position and policy statements, prepare publicity and display material and assist the Press Officer and Website Manager in making public responses and news releases on current issues and activities.

The Development Officer will undertake marketing and promotion activities, including the use of the new Institute website and social media to ensure IFM's products and services reach target audiences.

Post holder attributes and conditions

The person appointed will have excellent communication, networking and organisational skills and must be self-motivated. A knowledge of funding opportunities, education or training and a technical background in fisheries or ecology with an appropriate degree and relevant work experience in these areas is desired. Other desirable attributes include good written and IT skills and marketing / promotion skills.

A full-time position is preferred, although it might be available on a part-time basis for accomplished candidates who can satisfy the Institute of their ability to deliver the required outcomes. The post is offered as a three-year, renewable contract. There will be an opportunity to earn a performance bonus based on the amount of income generated.

Indicative starting salary will be in the range of £25-30k per annum (negotiable). The post is full time (37.5 hours per week) with annual holiday entitlement of 28 days. A contributory pension may be available.

The Development Officer will be home-based or work from an appropriate office location, perhaps based with one of our partners, depending on where you live. Travel may be required throughout the UK, but it is expected that most will occur in England and Wales. It is the Institute's policy to encourage sustainable travel, therefore travel and subsistence expenses will be paid in accordance with this.

For an informal discussion please contact Ian Dolben on 01904 822627(day) or 01904 643148 (eves) or email: chairman@ifm.org.uk.

Application forms will not be issued. You must send a letter explaining why you are interested and suited to the post along with your CV to:

Institute of Fisheries Management (DO), 24 Heslington Lane, York, YO10 4LX
Closing date for receipt of applications is 9th March 2012.

Job Description

Working Context

Overall line management will be via the Chairman of the Council of the Institute, but will be deputised to other officers for particular aspects, e.g. training and skills development.

The post holder will be employed by the Institute of Fisheries Management, which will provide a contract of employment giving terms and conditions of employment.

Main Responsibilities

Main responsibilities and % time expected to be spent on these in the first year of employment:

- 1) Organise Conferences, Seminars and Workshops for the Institute or in collaboration with external partners. 30%
- 2) To develop training course outlines suitable for provision by IFM and identify means of providing these courses. 20%
- 3) To identify funding opportunities and draft funding applications. 10%
- 4) To increase membership of the Institute 10%
- 5) To be the 'face of the Institute', manage the Institute email enquiries account, and 0845 number. 15%
- 6) To develop contacts with external organisations having common interests and promote formal agreements on collaboration and assist the tasks of working groups where the IFM has representatives. 5%
- 7) Produce press releases, web pages, display and information material and contributions to Fish magazine for the general promotion of the IFM. 5%
- 8) To manage and develop consultation responses and position statements. 2.5%
- 9) To work with LANTRA as necessary in the identification of employers in the fisheries management industry, their employee skills and competency requirements and means for employees and potential employees to meet these requirements. (i.e. be the Lantra Account holder) 2.5%

Knowledge, Skills & Experience

Essential:

Excellent communication and networking skills, influencing skills.

Educated to degree level in an appropriate technical or scientific subject, or having at least four years experience of a relevant information/technical position.

Good IT skills. Good organisational skills. Marketing / promotion skills

Proven ability to work with minimal supervision and under own initiative.

Full driving licence.

Planning and Organising

Some of the tasks are time specific (consultation response deadlines, working group tasks, reports to Exec. and Council) and require devoted time over a set period. The majority of activities however require good time management to schedule ongoing work in a manner where each task is progressed without detriment to the others (making contacts, consultations, identification of sector skills requirements, development of training, working group tasks, funding).

A flexible approach is required to prioritise and plan tasks on a weekly and monthly basis. Although 37 hours per week are expected, regular hours are unlikely to be possible in view of the travel demands and the need to contact volunteers outside normal working hours. Integrating set targets amidst ongoing work is an important planning need.

Communicating and Influencing

Liaising with IFM Chairman or Executive Officer on a daily basis.

Personal contacts should be established with key external organisations. These include UK and Ireland Government departments and agencies (e.g. SEERAD, Defra, DANI, EA, SEPA, CEFAS), skills, education and research bodies (Lantra, universities, colleges, NERC), consultants, contractors, environmental organisations and bodies with common interests (Angling Trust, NASCO, WWF, RAFTS, RT, Fish Welfare Group, etc). Interaction with external bodies will often be daily.

The post holder will be required to establish personal contacts with an agreed list of external bodies and to visit those bodies where personal contacts do not already exist for the post holder or have not been adequately established by IFM Officers, as indicated by discussion. Reports will be prepared on the relations with these bodies and whether and how to develop them further.

The post holder will be the only full-time employee of the Institute, yet there are many tasks being carried out on a voluntary basis by members and officers. You will need tact in avoidance of additional tasks being diverted from them to you and in getting responses from busy people on technical aspects to deadlines.

The post holder will handle direct enquiries from customers. Partners, members and officers are all regarded as customers and good customer skills and communications will be essential.

Problem Solving

Many technical questions and current news items will need rapid responses in line with IFM policies. The post holder will need to be aware of these and their limitations, draft these rapidly if they do not exist and gain approval for the response. Identifying which people in IFM or organisations outside to help resolve problems will be important.

Decision Making

I) You take without reference to others:

Actions required to produce task outcomes that fall within the main job requirements and proportions of time.

II) You refer to your manager:

Any actions that may require changes to the specified main tasks and proportions of time. Any requirement for expenditure on items costing more than £50. Drafts of any documents for release to external organisations - position statements, press releases, training plans, consultation responses, grant applications. Journeys in excess of 200 miles as a round trip.

Impact

The reputation of the Institute depends on the quality of the technical information it provides to others and the services it provides to members. The post holder is responsible for upgrading the quality and timely provision of information and comment, improving services to members and encouraging people to become members.

The post holder should become synonymous with the enhanced reputation of the IFM.

Key relationships

See Communicating and influencing above.

Work patterns

Full time: 37 hrs per week, flexible.

Leave: Bank holidays 28 days annual leave by arrangement with line manager.

Fixed term renewable contract: Three years.

Location: Ideally home based or suitable office provided by others. Travel to meetings by own vehicle for local journeys (<200 miles round trip).

Salary and expenses

Salary in the range £25 – 30k, by negotiation, plus the opportunity to earn a performance bonus based on the amount of income generated. Pension provision may be negotiable. Telephone provided and assistance with office expenses. Local car mileage paid at IFM standard mileage rates. Expenses for longer trips agreed in advance and reimbursed or arranged by IFM officers.