



ANGLING IMPROVEMENT FUND MANAGER

SALARY: £19,200 PLUS CONTRIBUTORY PENSION

HOURS: PART TIME UP TO 22½ HOURS PER WEEK

TERM: FIXED TERM TO 31 MARCH 2023

LOCATION: ILKESTON/HOMEWORKER

REPORTS TO: HEAD OF FISHERIES

JOB SUMMARY

Due to the imminent retirement of the current job-holder, the Angling Trust is seeking a part time Angling Improvement Fund Manager to join the Angling Trust Freshwater team, overseeing and managing the Angling Improvement Fund (AIF) as part of our contract with the Environment Agency (EA). Depending on rod licence sales, the EA provides funding for grants to the angling community for a range of projects. Grants are applied for and administered through a dedicated website.

As part of its commitment to improve fisheries, the EA provides funding each year (dependent on rod licence sales) to the AIF which is currently open for grants to protect fisheries from predation, the Get Fishing Fund to encourage more people to give fishing a go or encourage lapsed anglers to return to fishing and the Fisheries Improvement Programme which is open for fisheries to build the infrastructure of angling in various ways.

Applications are made and assessed through a dedicated website which will be your responsibility to manage with the assistance of a part time Fund Administrator.

Ideally, you will have a passion for angling and the water environment, but that is not essential.

The job holder will report to and work closely with the AT Head of Freshwater and will also work with colleagues across AT teams, the Environment Agency and other relevant stakeholders.

The Angling Trust is the united representative organisation for marine and freshwater angling in England and Wales. It is joined in a collaborative and co-operative relationship with Fish Legal, a separate membership association using the law to protect fish stocks and the rights of its members throughout the UK.

PRINCIPAL OBJECTIVES AND MAIN DUTIES

The job holder will be responsible for:

- Working closely with the AT & EA Communication teams, ensure that announcements of AIF funding is publicised to the angling community



JOB DESCRIPTION | AIF MANAGER – Part time

- Working closely with the AT & EA Communication teams, ensure that successful projects are publicised to the angling community
- Work with clubs and fisheries to help them prepare for grant applications, this will also involve closely working with the various AT technical teams in order that the information you provide is up to date
- Prepare applications for submission to the judging team
- Liaise / communicate with applicants pre and post application and after judging
- Prepare quarterly reports for the Head of Freshwater and the Environment Agency
- Research other funding opportunities for clubs and fisheries

PERSON SPECIFICATION

The successful candidate will have at least the following essential attributes:

Attribute	Essential	Desirable
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> ▪ A Levels or equivalent 	<ul style="list-style-type: none"> ▪ Undergraduate degree in the financial sector
EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience in assessing grants or loan applications 	<ul style="list-style-type: none"> ▪ Previous experience in the financial sector
KNOWLEDGE	<ul style="list-style-type: none"> ▪ A good working knowledge of angling clubs and fisheries 	<ul style="list-style-type: none"> ▪ Knowledge of or interest in angling
SKILLS	<ul style="list-style-type: none"> ▪ Good computer and literacy skills including Excel and Word ▪ Good communication skills ▪ Ability to prioritise tasks and manage own work programme to tight deadlines ▪ Excellent administrative skills 	



JOB DESCRIPTION | AIF MANAGER – Part time

	<ul style="list-style-type: none"> Ability to build positive working relationships with colleagues and external parties 	
QUALITIES	<ul style="list-style-type: none"> Ability to meet tight deadlines and work under pressure Highly motivated and diligent 	
OTHER	<ul style="list-style-type: none"> Full Driving licence and access to a vehicle Be willing to undertake further training and development as necessary 	

OTHER INFORMATION

Responsible to: The postholder will report to the Head of Freshwater, who will conduct annual and interim reviews of performance against targets.

Location: Ideally office-based at our Ilkeston (Derbyshire) office or home-working. Attendance at our offices will be required on a regular basis.

Holidays and working hours: 23 days leave plus Public Holidays, accruing at 1 day per year of service to a maximum of 28 days. Time off in lieu may be accrued for weekend and significant evening working. 3 days of this annual leave must be taken between Christmas and the New Year.

Start date: April/May 2021.

Miscellaneous: the postholder will be provided with use of a desktop or laptop computer as required. Business expenses may be reclaimed in accordance with our policies.