



NATIONAL ANGLER ENGAGEMENT OFFICER

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| SALARY: | £21,160 PLUS CONTRIBUTORY PENSION |
| HOURS: | FULL TIME 37.5 HOURS PER WEEK, WITH OCCASSIONAL WEEKEND AND EVENING WORKING. |
| TERM: | FIXED TERM TO 31 MARCH 2023, WHICH MAY BE EXTENDED SUBJECT TO FUNDING AND PERFORMANCE. |
| LOCATION: | HOMEWORKER/OFFICE-BASED |
| REPORTS TO: | NATIONAL ANGLER ENGAGEMENT MANAGER |

JOB SUMMARY

An exciting opportunity has arisen for a well organised and capable individual to join the Angling Trust as a full time Angler Engagement Officer. Working from home and/or from our offices in Leominster and Ilkeston, this role offers a varied and interesting workload, with scope for involvement across a broad range of activities. This opening represents a fantastic career opportunity to work within angling and to make a positive difference for the future of our sport.

Angler Engagement plays an important role within our National Angling Strategic Services (NASS2) contract work with the Environment Agency. As part of a small team dedicated to this area, the successful applicant will support efforts to ensure that anglers, angling clubs & fisheries receive clear messaging around topics such as:

- Enforcement
- Invasive Non-Native Species
- Funding
- Biosecurity
- Fisheries Management
- River Restoration

These messages are delivered through a combination of channels, including Fisheries Forums, social media pages, blogs and websites. The Angler Engagement Officer will play a key role in the curation and maintenance of these different channels, primarily through administrative support. Creative outlets will be available to supplement this work.

Although Covid-19 has necessitated the adoption of virtual platforms to deliver Fisheries Forums in the past 18 months, we hope to return to face-to-face meetings in future. These take place across the length and breadth of England, so regular travel and overnight stays will be necessary. As a public-facing Angling Trust member of staff, the ability to communicate effectively with anglers both in writing and in person is



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considered essential. You should have a knowledge of (and passion for) freshwater angling across all disciplines.

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 National Angler Engagement Officer is responsible for:

- Providing administrative support to the National Angler Engagement Manager whilst playing an active role within the relevant channels of communication.
- Coordinating with local Environment Agency officers for information dissemination & feedback.
- Locating and booking suitable venues for meetings and events.
- Completing risk assessments for venues and events.
- Promoting and advertising events via bulk email, social media and through liaison with tackle shops and angling clubs/ organisations.
- Updating and uploading information across several WordPress-based sites.
- Attending regional events, helping with the set up and break down of Fisheries Forums, taking responsibility for attendee registration and distribution of materials.
- Maintaining an electronic diary of regional events and a database of key volunteers and contacts.
- Creating and maintaining reports, spreadsheets and correspondence using a variety of computer packages including Word, Excel, Outlook and PowerPoint.
- Conducting surveys to attain feedback from anglers.
- Liaison with key contacts both within and external to the organisation.
- Any other reasonable tasks/ duties required by the National Angler Engagement Manager that fall within the remit of this job description.



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PERSON SPECIFICATION

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

| Attribute | Essential | Desirable |
|--------------------------------------|--|--|
| EDUCATION/ QUALIFICATIONS | <ul style="list-style-type: none"> 5 GCSEs at grade C and above, including Maths & English (or equivalent qualification) | <ul style="list-style-type: none"> Further education in a relevant field Degree qualified |
| EXPERIENCE | <ul style="list-style-type: none"> Experience of using email, internet & IT systems in a formal capacity Experience of Microsoft Word, Excel & PowerPoint Experience of using social media Experience of working within a team | <ul style="list-style-type: none"> Experience of using social media in a professional setting Use of databases & bulk emailing systems Use of WordPress based websites Use of Microsoft Teams & Office 365 |
| KNOWLEDGE | <ul style="list-style-type: none"> Freshwater fisheries & angling issues in England Role of the Angling Trust and Environment Agency | <ul style="list-style-type: none"> Freshwater environmental issues. |
| SKILLS | <ul style="list-style-type: none"> Ability to work independently and within a wider team Strong administrative and organisational skills Excellent written and verbal communication skills | <ul style="list-style-type: none"> Event management |
| QUALITIES | <ul style="list-style-type: none"> Articulate Organised, self-assured & confident Highly motivated | |



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| | <ul style="list-style-type: none">Committed to the pursuit of equality of opportunity | |
| OTHER | <ul style="list-style-type: none">Be willing to undertake further training as necessary in order to enhance service deliveryAble to work evenings & weekends when requiredFull, clean driving licence with own vehicle | |

OTHER INFORMATION

Responsible to: The postholder will report to and work very closely with the National Angler Engagement Manager who will conduct annual and interim reviews of performance.

Location: National, travelling throughout the country. Home working will be considered and/or a hot-desk in either of the Trust's offices in Herefordshire or Derbyshire. Attendance at our offices in Leominster and/or Ilkeston may be required on occasion.

Holidays and working hours: 23 days leave plus Public Holidays (pro rata), 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. Minimum 37.5 hours each week, with flexible working hours. There will be considerable evening and weekend work involved, which may require staying away from home overnight.

Closing date and interviews: Friday 6 August 2021. Interviews are likely to be held in week commencing Monday 16 August 2021.

Start date: As soon as possible.

Miscellaneous: The postholder will be provided with use of a laptop computer and mobile phone. Business expenses may be reclaimed in accordance with our policies.

Enquiries to: Alex Clegg, National Angler Engagement Manager, alex.clegg@anglingtrust.net

Applications to: Stuart Sharp, HR and Business Manager, stuart.sharp@anglingtrust.net

Applications: May be submitted using our application form available from our website at <https://anglingtrust.net/about-us/angling-trust-vacancies/> or by detailed CV with cover letter.