



MARINE RECREATIONAL FISHERIES SURVEY PROJECT COORDINATOR

SALARY: £32,000-£35,000 PA PLUS CONTRIBUTORY PENSION

HOURS: FULL TIME

TERM: FIXED TERM FOR 18 MONTHS

LOCATION: REMOTE WITH OCCASSIONAL NATIONWIDE TRAVEL

REPORTS TO: HEAD OF CAMPAIGNS

JOB SUMMARY

The Angling Trust is seeking a highly motivated, organised and experienced individual who has excellent project management skills to deliver a nationwide research project.

This is an exciting opportunity to work closely together with the recreational fisheries sector and other stakeholders within marine management. The post forms part of a Fisheries Science Industry Partnership (FISP) funded project and will involve collaboration with the projects partners, Substance and Cefas. The aim of this research is to deliver a site-based, face-to-face survey of shore anglers and those fishing from private boats and kayaks across England and Wales. Surveying will be delivered by contractor surveyors and 150 volunteer citizen scientists to assist with the research which aims to enhance partnerships between research and industry.

The successful candidate will have prior experience of research project and team management, good communication skills, and the ability to work independently as well as with other members of the research team. Responsibilities include assisting with recruitment of part-time surveyors and volunteers, coordinating sampling schedules, liaising with the research team, organising health and safety training sessions, and writing regular reports on the project's progress. The successful candidate will possess prior experience in research and project management, and ideally have either a project management qualification or hold a relevant degree.

The Angling Trust is the National Governing Body in England, representing fishing, one of the country's largest participation sports. We are a not-for-profit organisation with a mission is to fight for fish, fishing and the environment, creating opportunities for all within society to experience fishing in a healthy aquatic world. 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.

The Angling Trust is committed to equity, diversity and inclusion across our organisation, our membership and our sport. We particularly encourage applications from women and people who identify as Black, Asian or from a Minority Ethnic background, who are currently under-represented within our organisation. We offer family friendly, flexible working arrangements. We are members of the Sporting Equals Charter, and we are actively participating in the Sport England sponsored Inclusive Employers development programme.



PRINCIPAL OBJECTIVES AND MAIN DUTIES

The job holder will be responsible for:

- Recruitment of 10 surveyors.
- Recruitment of volunteers in collaboration with Substance.
- Managing surveyors, including ensuring selected samples (c. 3000) are delivered.
- Managing the volunteer workforce to deliver c. 9000 hours of volunteer surveying.
- Liaising with Substance and Cefas over site allocation, replacement, survey and data completion and record keeping.
- Meeting and liaising with project partners and other stakeholders within marine management.
- Managing the project sampling schedule.
- Communicating progress on the project with the wider recreational sea angling community.
- Writing and submitting regular reports to a provided schedule.

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 and/or relevant project management qualification e.g. Prince2, AgilePM etc.	<ul style="list-style-type: none">▪ Relevant degree
EXPERIENCE	<ul style="list-style-type: none">▪ Experience of managing projects including assessing and managing risks.▪ Experience of research projects.▪ Experience of recruiting, managing and co-ordinating a large team volunteers.▪ Experience of managing project budgets.▪ Ability to accurately collate and report results to management and business partners.	



	<ul style="list-style-type: none"> ▪ Ability to critically appraise performance against plans. ▪ Understanding of research – processes, data collection and data security. 	
KNOWLEDGE	<ul style="list-style-type: none"> ▪ Knowledge of managing field research and data. 	<ul style="list-style-type: none"> ▪ Knowledge of the role of the Angling Trust and marine governance structures in England. ▪ Understanding of recreational sea angling or UK fisheries.
SKILLS	<ul style="list-style-type: none"> ▪ Confidence with IT including Excel and databases, with an aptitude for learning new systems where required ▪ Ability to speak with confidence and conviction ▪ Use of email in a business environment ▪ Ability to develop and manage own work programme ▪ A strong communicator at all levels and good interpersonal skills ▪ Ability to build positive strong internal and external relationships ▪ Ability to work to deadlines ▪ Ability to drive change in a challenging environment 	
QUALITIES	<ul style="list-style-type: none"> ▪ Self-assured, confident and capable ▪ Ability to work on own initiative ▪ Highly motivated 	



OTHER	<ul style="list-style-type: none">▪ Be willing to work weekends and evenings when necessary▪ Willingness to travel nationwide with occasional nights away from home▪ Be willing to undertake further training and development as necessary▪ Driving licence and access to own vehicle.	
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OTHER INFORMATION

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

Location: Home-based but attendance at other locations may be required on occasion.

Working hours: 37.5 hours each week. The specific working pattern will be agreed between the successful candidate and their manager and will require occasional out of hours working, including evenings and weekends.

Holidays: 25 days leave pro rata plus Public Holidays. 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.

Status: This is a fixed term contract for 18 months

Salary: £32,000 - £35,000 pa, subject to experience

Closing date: Monday 13th March 2023 (5pm). Angling Trust reserves the right to close this application early. Interviews are likely to be held in week commencing 20th March 2023.

Start date: April 2023

Miscellaneous: the postholder will be provided with use of a laptop computer and mobile phone, which will remain the property of the Angling Trust at all times. Business expenses may be reclaimed in accordance with our policies.

Enquiries to: Stuart Singleton-White, Head of Campaigns stuart.singleton-white@anglingtrust.net



Applications: Should be submitted using our application form available from our website at <https://anglingtrust.net/about-us/angling-trust-vacancies/>. Applications should be submitted to Stuart Sharp, Head of Delivery, stuart.sharp@anglingtrust.net

