Job Description: IFCA NATIONAL LEAD TRAINING OFFICER

Job Title:	**IFCA National Lead Training Officer**
Location:	**flexible**
Grade:	**£37,922 pro-rata (£22,753 p/a)**
Type of position:	**Temporary (1 year with possibility of extension) part-time (3 days p/w)**
Responsible to:	**Association of IFCA's**

Purpose of the Job:

Training of Inshore Fisheries and Conservation Officers (IFCO's) in order to carry out the duties required of them under the Marine and Coastal Access Act 2009 is important to the success and effectiveness of IFCA's, and is vital if we are to continue to prove and evidence the purpose and need of IFCAs in UK marine management. Building upon the training structures already in place within IFCAs you will be responsible for developing, administering and delivering training across the country to all IFCAs at a national standardised level. This work will include the delivery of existing training packages, development of new packages and working closely with partner organisations to deliver a national accredited training program.

Main duties and responsibilities:

1. Administer, plan and act as primary facilitator for IFCA Torquay course

2. Develop and administer first 6 month induction program for new officers in all IFCAs

3. Introduce new developments and processes in field of enforcement into IFCAs in a standardised way to ensure existing officer continuous professional development

4. Provide IFCA central contact point for organizing training with other organisations

5. Develop and administer additional IFCA course (3-5 days) to deliver advanced inspection and enforcement skills development and refresher training

6. Organise external training providers and deliver internal specific training to individual IFCAs on an as requested basis

7. Act as Internal Quality Assessor on accreditation programme

8. Sit on relevant national groups to ensure IFCA involvement and assistance to partners in training development

9. Undertake any other future training deliveries as determined by the Association of IFCA's

Person Specification: IFCA LEAD TRAINING OFFICER

CRITERIA	
Qualifications	GCSE/'O' level A-C passes in English and Mathematics (or equivalent) Relevant formal training qualifications
Experience	Significant experience (at least 5 years) in delivering training Experience in developing training programs Significant experience in carrying out enforcement of fisheries legislation both on land and at sea Experience of working remotely and without supervision Experience of working with software for provision of remote training Experience of managing people and projects
Knowledge	Significant knowledge of IFCAs and their structures and policies Significant knowledge of the health and safety and practical considerations of sea based enforcement Significant knowledge of enforcement legislative process (PACE etc) Good knowledge of IFCA training provisions and requirements Specialist knowledge of fisheries management and marine conservation issues. Broad knowledge of • Fishing industry • Fishing techniques
Skills & Abilities	Exceptional interpersonal skills and ability to communicate complicated ideas to a range of individuals Evidenced record of managing people Evidenced record of managing high level/national projects Evidenced record of working with partners to achieve outcomes IT literate with good level of competence in operating MS Word & Powepoint Experience of writing reports and communication via correspondences Ability to communicate at all levels.

Personal Attributes	Methodical, flexible and self-motivated Ability to manage time and competing priorities effectively and efficiently Physically fit - needs to pass Seaman's medical (ENG 1) Flexible attitude to work routine Self-reliant and self-motivated Current clean UK Driving License.