

Association of Inshore Fisheries and Conservation Authorities

Job Description

Job title: Chief Officer

Location: Home address of postholder

Reports to: Chair of the Association supported by the Vice Chair of the Association and the Chair of the IFCA Chief Officers Group

Grade: Eastern IFCA scale points 47-51

General Description:

The Chief Officer will ensure that the Association supports its members in delivering their statutory duties by actively representing the IFCA perspective at national level, communicating information effectively both internally and externally and supporting collaboration between members and with partner organisations.

Duties and Responsibilities:

Business Planning and Service Delivery

1. To identify and monitor policy, project and other developments at national level that may impact upon or are relevant to the Association and its members.
2. To develop an Annual Plan, in consultation with members, to identify agreed priorities and workstreams.
3. To coordinate and undertake activity to ensure that agreed priorities and workstreams are progressed.
4. To provide quarterly updates on progress against the Annual Plan and any changes or developments required due to emerging issues.
5. To produce an Annual Report on progress against the Annual Plan and other work of the Association.

Communication and Information Sharing

6. To develop and maintain communication methods and protocols to ensure the effective dissemination of relevant information to both members and external partners.
7. To develop, implement and maintain an external communications strategy to ensure that the work of the IFCAs and AIFCA is actively promoted and that information is both up to date and relevant. To include the appropriate use of websites, social media and media outlets such as press, TV and radio.
8. To facilitate or provide responses to requests for information or consultations on behalf of the Association.

Representation and Advocacy

9. To develop and maintain effective working relationships with all IFCAs and in particular the Chief Officers and Chairs of each organisation in order to understand the sometimes varying perspectives to inform external representation and advocacy. To actively seek a consensus wherever possible.
10. To develop and maintain effective networks and working relationships in relevant statutory organisations (e.g. Defra, Natural England, Marine Management Organisation) and relevant non-governmental organisations

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connected with commercial and recreational fishing and protection of the marine environment.

11. To coordinate effective representation and advocacy of the IFCA perspective in a variety of fora to ensure that it is undertaken by individuals from member organisations who are best placed to do so on the basis of knowledge, skills, consistency and capacity.
12. To undertake representation and advocacy of the IFCA perspective in a variety of fora and to be an active ambassador for the IFCAs.

Finance

13. Responsible for management of the allocated budget including seeking improved efficiency and effectiveness, developing proposals for annual and other budgets and reporting budget pressures with recommendations to the Board of Directors.
14. Identifying sources of additional funding and securing monies to support the objectives of the Association and members in delivering their statutory duties.

General Management

15. To act as Clerk to the Members Forum and Directors meetings to ensure that meetings are arranged and conducted in accordance with relevant protocols. To include responsibility for the provision of papers to inform specific agenda items where required and the provision of action minutes for each meeting.
16. Responsible for all elements of management and administration of the Association including (but not limited to):
 - a. Line management responsibility for any employed staff (currently 0.4 FTE administrative support).
 - b. Development, implementation and review of any policies required by the Association, including Health and Safety policy.
 - c. Ensuring compliance with all statutory requirements affecting the conduct of the Associations business including employment and equalities legislation.

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Key measures

Business Planning and Service Delivery

1. Extensive knowledge of the 'policy landscape', members kept abreast of relevant developments and issues factored into business planning.
2. Annual Plan is produced and published prior to April each year.
3. Priorities and workstreams are progressed by appropriate people in a timely manner.
4. Quarterly updates provided to the Members Forum.
5. Annual Report produced and published by October each year.

Communication and Information Sharing

6. Effective communication methods and protocols in place and clear evidence of routine information sharing to both members and external partners.
7. External communications strategy is in place and evidence of appropriate use of media to promote the work of the IFCAs and AIFCA. Website is up to date and relevant.
8. Requests for information or consultations responded to in an appropriate and timely manner.

Representation and Advocacy

9. Routine engagement with Chiefs and Chairs of each IFCA with clear evidence of an understanding of perspectives and work to reach a consensus wherever possible. Evidence that this is accounted for in external representation and advocacy.
10. Evidence of effective networks and working relationships in relevant organisations with tangible benefits.
11. Representation by members coordinated effectively on the basis of knowledge, skills, consistency and capacity.
12. Evidence of active representation and advocacy of the IFCA perspective.

Finance

13. Budget managed effectively with appropriate oversight by the Board of Directors.
14. Sources of additional funding and monies secured to support the objectives of the Association and members in delivering their statutory duties.

General Management

15. Members Forum and Directors meetings administered effectively with the timely provision of papers and action minutes.
16. Management and administration of the Association is effective and compliant with all relevant legislation.

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Financial scale

- Overall responsibility for the entire Association budget
- Responsible for annual expenditure in accordance with the allocated budget

Planning horizon

- Responsible for producing Annual Plans to meet the requirements of the Association and its members
- Accountable for delivery of and reporting on annual Plans

Complexity

- Working on behalf of the 10 Inshore Fisheries and Conservation Authorities (IFCA) and engagement with a range of statutory and non-governmental organisations
- Diverse range of key stakeholders with sometimes conflicting requirements
- Need to understand the complexities of inshore fisheries and conservation management

Key relationships (other than Line Managers or reports)

- All IFCA Chief Officers and Chairs
- Members and Officers from individual IFCAs
- UK Depts of State including Ministers
- Marine Management Organisation
- Environment Agency
- Natural England
- CEFAS
- Commercial and recreational sea fishing organisations
- Environmental and conservation organisations

Freedom to make decisions

- Autonomy to decide how to deliver the agreed priorities and workstreams of the Association
- Freedom to make operational decisions in line with Association policy and procedure

Experience, knowledge & skills

Essential

- Graduate calibre with at least 5 years experience at a senior level
- Exceptional leadership experience working with a diverse range of stakeholders at strategic and operational levels
- Demonstrable experience of coordination, achieving consensus, representation and advocacy
- Excellent communication skills

Preferred

- Degree in a marine fisheries or marine environment discipline
- Previous experience as a senior leader
- Knowledge of local and national government departments and structures
- Track record in fisheries / environmental management
- Knowledge of fisheries / marine environmental legislation
- Holds a current full UK driving licence

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- both verbal and written
- IT skills (MS Office)
- Ability to travel
- Right to work in the UK

Personal qualities required

- Ability to develop and maintain good working relationships at all levels
- Ability to manage disagreement and conflict – seeking consensus
- Empathy with environmental factors affecting inshore fisheries and protection
- Integrity
- Good communicator
- Openness & honesty
- Resilience
- Attention to detail
- Motivator
- Good interpersonal skills