



**THE FISHMONGERS' COMPANY'S FISHERIES CHARITABLE TRUST
& THE FISHMONGERS' COMPANY**

FISHERIES PROJECTS OFFICER

JOB SUMMARY

Reporting directly to the Fisheries Director, and working as part of a small team, this post will play a critical role in planning and delivering the Company's Fish and Fisheries Strategy.

1. KEY TASKS

Company Fisheries Strategy

1. Manage and/or coordinate, as directed by the Fisheries Director, and with strategic guidance from the Fish and Fisheries (F&F) Committee, delivery of the Company's Fish and Fisheries Strategy. These tasks will include, but will not be limited to:
 - a. Assisting in the development of a convening and advocacy capability for the Company in both freshwater and marine fisheries policy areas through the development: of organisational networks and partnerships; policy papers; and the management of a variety of events to support these objectives.
 - b. Providing support for the identification of work-streams and projects arising from the convening and advocacy process, assisting in delivery of these projects and auditing their success.
 - c. Developing and delivering the Company's Master Fishmonger programme.

General Duties

2. Improving the Company's understanding of major policy developments and key issues affecting the fish and fisheries sector in order that appropriate and timely action can be taken.
3. Assisting with communications (internal and external) to ensure that the Company's reputation and profile are maintained in the fisheries sector [eg social media / websites (Fish on Friday) / publications / events, etc].
4. Setting up and coordinating a Reference Group to assist the F&F Committee (one of the Company's various management committees) and staff with delivery of the Company's fisheries objectives.
5. Contributing to the development and evolution of the Company's Strategy as required.
6. Attend and report to the F&F Committee and oversee the Committee's administrator to ensure effective administration of Committee business.

2. PERSON SPECIFICATION

Qualifications and Experience

- Strong marine/freshwater science background – with advanced qualifications (MSc or preferably PhD degree in a relevant discipline such as fisheries / environmental sciences or policy).
- Knowledge/understanding of the structure of the UK marine and freshwater fishing / fisheries and aquaculture industries.
- Knowledge/understanding and preferably experience of working with Government and its agencies, particularly in the area of policy development.
- Knowledge/understanding and preferably experience of working with the NGO / charitable community.
- Knowledge/understanding of the academic world.
- Demonstrable and high level IT skills (Microsoft Outlook, Word, Excel, etc) plus experience with social media.

Personal Attributes

- Enthusiasm, energy, willingness, positivity.
- Adaptable and proactive with a willingness to combine self-management and self-support (including planning of work assignments) and ability to work in a small team.
- Ability to manage complex internal and external relationships at a variety of levels.
- Ability to be flexible, hands-on and practical while also being able to deliver a complex and diverse workload.
- Strong oral communication skills with ability to deliver convincing presentations to high level audiences.
- Excellent written communication skills - ability to draft convincing policy papers, minutes, media statements, etc.

3. EMPLOYMENT OUTLINE

- Location: Fishmongers' Hall, London Bridge with UK travel and occasionally outside the UK
- Salary: circa £32,000 - £35,000 plus generous pension and other benefits
- Working Hours: 35 hours per week; occasional out of hours working.
- Contract: 2-year fixed term contract, subject to review and renewal after 1st year
- Holiday: 28 days per calendar year including bank and public holidays.