

Fisheries Project Officer

Job Status	3 years FTC, full-time
Location	Remote/Edinburgh/Grimsby (UK based)
Team	Fisheries Management
Line Manager	Head of Fisheries Management

1. Job Purpose

- Play a central role in the sustainable management of UK fisheries by supporting the coordination and delivery of a series of national fishery co-management groups. The role will focus on the Shellfish Industry Advisory Group (SIAG); Finfish Industry Advisory Group (FIAG) and all associated sub-groups.
- Work closely with the seafood industry, government and research community, to contribute to the management of some of the UK's most economically important fisheries.

2. Dimensions

- Provide secretariat support to Seafish-facilitated management groups including managing membership; organising meetings and workshops; helping draft and circulating meeting resources; and taking meeting minutes to produce accurate records of proceedings.
- Work closely with colleagues to support the delivery of key projects that will contribute to the delivery of the SIAG / FIAG work programme and contribute to the development of fisheries management plans.
- Help facilitate professional and effective communication between different stakeholders across the UK seafood sector, ranging from individual seafood businesses to government, regulators, and research agencies.
- Promote participation in co-management activities, help raise awareness of outputs, and keep group members / non-members abreast of key developments.

3. Accountabilities

Internal:

- Work closely with the Head of Fisheries Management and other colleagues to ensure work outputs are aligned with other activities on behalf of UK seafood stakeholders.
- Provide updates to the Director of Operations as required.
- Plan and prioritise own workload to deliver required work outputs.

External:

- For each group: manage membership, help in 'on-boarding' new group members by providing historical resources and updates on previous meetings; help produce draft agendas and circulate resources to members prior to meetings; and take accurate meeting minutes to maintain a record of all stakeholder engagement activities.
- Contribute as required to Seafish work to develop fisheries management plans for key shellfish species.
- Support delivery of annual plans for each co-management group which will set out work priorities.
- Represent Seafish at relevant UK stakeholder events if required, to keep academic peers, NGOs, fishery managers and government / regulator representatives updated on developments.

4. Planning and organising

- Organise Group meetings in liaison with the respective Chair / membership.
- Produce project reports, post-meeting minutes, and briefing papers on fisheries management and research issues as required.
- Plan and prioritise own workload based on required project-specific and annual outputs, ensuring alignment to the successful delivery of the overall Annual Plan's work programme.
- Utilise project management recording systems in-line with Seafish policies, procedures and guidelines.

5. Decision making and judgement

- Effective use of decision making and judgement skills in the development and delivery of all work activities relating to the Seafish-facilitated fisheries co-management groups.
- Ensure Seafish and the national fisheries co-management groups are always represented in a highly professional manner.
- Use of professional judgement and decision making to plan and manage all group work programme responsibilities.

6. Essential working relationships

- Chair / membership of the fisheries management groups and all associated sub-groups.
- Seafish Director of Operations and Head of Fisheries Management.
- Heads of Seafish Teams and key Seafish colleagues including communications.
- Colleagues across Defra (Marine & Fisheries Team), Marine Scotland, Welsh Government, DAERA, IFCA's, MMO and CEFAS.

7. Knowledge, skills and experience

- Degree qualified; preferably (although not essential) in a related discipline such as fisheries management or marine science.
- One year's post-graduate experience working on fisheries issues (fisheries management, fisheries policy, fisheries science and research, industry engagement) would be very beneficial.
- Experience of policy/regulation development and implementation would be very beneficial.
- Excellent organisational and project management skills, and proven ability to prioritise and deliver discrete tasks across multiple different workstreams against tight deadlines and with minimal supervision.
- A seasoned communicator, in person and in writing, and skilled at building and managing influential multi-stakeholder networks and associated relationships.
- Experience in producing succinct, accessible, and informative meeting notes / reports and ability to communicate complex information in a user-friendly way.
- Intermediate-level 'IT skills' and strong working knowledge of relevant Microsoft Office packages (e.g. Outlook, Word and Excel).

8. Special features

- This job may involve some travel around the UK.
- Driving licence preferred, but not essential

The closing date for this role is **1st August 2022**.

Interested? Please email your CV and covering letter to recruitment@seafish.co.uk.
You can also get in touch with us on this email address if you have any questions about this role.

Thank you for your interest in Seafish!

To find out more about our vision and Seafish values, visit www.seafish.org