



Invitation to Tender: Project Assistant Consultancy  
Supporting the development of Curriculum and Learning Materials  
9<sup>th</sup> July 2021

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## Summary

### About Fishing into the Future (FITF)

Fishing into the Future (FITF) became an official Charitable Incorporated Organisation (C.I.O) in January 2015. We are a unique industry led initiative bringing together fishermen, scientists, government and other key stakeholders to 'chart a course towards sustainable and prosperous UK fisheries.

We believe a collective and collaborative approach to working is key to delivering sustainable and prosperous UK fisheries. Our work will help ensure fishermen can become stewards of the environment they fish in - and be accepted as such by science and management. We focus on creating learning opportunities, encouraging collaboration, and providing a platform that will enable and facilitate effective dialogue and mutual understanding between the fishing industry, scientists, and fisheries managers.

This project aims to develop a learning curriculum centred on preparing the sector for co-management using clear and relevant learning materials, that are designed and presented in an appropriate way.

### Project Scope

The Consultant will work closely with the FITF Programme Manager, to support the development of a curriculum and accompanying learning materials focused on preparing the sector for fisheries co-management, with the materials suitable for delivery online and in person to a variety of stakeholders.

The project will include:

- Coordination of a multistakeholder group to guide the design and content of the curriculum and materials,
- Supporting the conversion of existing and creating new engaging learning materials while coordinating with relevant experts and a creative design agency to ensure the materials are appropriately designed and accessible.
- Supporting the preparation of materials to aid the delivery of materials (in-person and online).
- Support developing and running a communications campaign to encourage participation at in-person learning events and accessing online materials and webinars.
- Monitoring and evaluation of project impact.



## About the Job

The Consultant will work closely with the FITF Programme Manager, to support and assist the daily running of the project.

### Tasks & Responsibilities:

- Engaging and coordinating a steering group of experts to define the curriculum and guide and approve material development.
- Coordination of relevant experts to develop new and update existing learning materials.
- Where possible the transition of materials into standard FITF format (PDF/Slides) with FITF branding
- For more complex materials, coordination with a designated creative communications agency in the design and delivery of development of new materials.
- Preparing presenters for in-person delivery of materials and recording for online delivery
- Support development and implement communications campaign to engage potential participants into workshops or completing online materials
- Logistics to organise and assisting workshops to pilot delivery of materials
- Uploading materials onto online platforms and websites.
- Monitoring and evaluation of project

### Requirements:

- Experience in marine science, social science & the environment
- Experience in media & communications
- Experience within the fishing sector and coastal communities
- Excellent written and oral communication skills.
- Experience creating audience appropriate communications and/or learning materials.
- Experience of utilising social media in a work context.
- Ability to handle various tasks within a project with attention to detail
- Ability to engage and work collaboratively with diverse stakeholders
- Ability to plan and manage working groups or steering groups
- Confidence and ability to work independently – including remotely.
- Demonstrated commitment to sustainable coastal communities.
- Knowledge of Microsoft Office suite required
- Knowledge/willingness to learn and work with design platforms (Canva, Animoto)

### *Desirable*

- Preferred association with academic institute or wider association
- Formation or experience in adult education
- Basic graphic design skills.



- Position Title:** Project Support Consultant
- Payment:** Dependent on experience - from £12,000.  
Payment in stages against pre-agreed deliverables.
- Location:** Remote working or possibility to be hosted by local partnership organisations.
- Term:** Approx. 3 days a week for 6-months
- Hours:** Flexible
- Reports to:** FITF Programme Manager

## Application

A simple proposal, CV and cover letter by COB Friday 22<sup>nd</sup> July.

Proposals will be reviewed, and we will hold conversations with potential applicants prior to notifying the successful applicant.

In your application, please let us know how you will meet the requirements by including an outline of your ability, examples of past work, and how you could add value and innovate to help us achieve our goals.

Please also include expected remuneration (FITF will cover any additional travel costs incurred as part of the work).

*If you have any questions, please contact Emma – 07311 812105*