



## Terms of Reference: Working with FITF to Deliver Charitable Activities

17<sup>th</sup> July 2024

### 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.

The work outlined in this Terms of Reference will include working collaboratively with the FITF Executive Director to support the delivery of our charitable activities, with some examples of the key workstreams outlined below. The tasks in the role and level of responsibility aims to practice internally what we promote externally - collaboration and co-management - valuing everyone's skills, knowledge, and ideas equally, and delivering work centred on the needs and guidance provided by the people working in the UK fishing industry. The role primarily has project management duties but the long-term vision for the role is for the post-holder to strategise and deliver workstreams. The vision is to build up to a scenario where the person in this position is working long-term with the FITF Director to strategise and deliver workstreams.

#### Tasks and Responsibilities

The delivery will require working closely with the FITF Executive Director, to support delivery of our various workstreams.

Workstreams include co-delivery of FITF charitable activities, and are dependent on different priorities throughout the calendar year, these include but are not restricted to;

- [FITF Fisheries Resource Education Programme \(F-REP\)](#) – Three-day, in person residential events in the form of an educational programme for fishing industry people, scientists and fisheries managers to build the foundations for working together effectively.
- [FITF Talks](#) – Informal online conversations, hosted by FITF Trustees, to encourage participation within a fishermen-led space. Focussed on sharing knowledge creating connections on various topics.
- Fishing Porthole Website –Developing and updating [Informational Resources](#)
- Supporting 3<sup>rd</sup> Party Partners: Workshops, engagement and communications to support other groups and organisations working with the Fishing Industry. For



example – FITF is currently supporting researchers to develop a [Commercial Fisheries Social Survey](#)

- Communications: Working with a communications partner to promote work and charitable activities.

Tasks include:

- Working with FITF Director to gain a broad understanding of FITF vision, approaches, workstreams and specific projects. Building up relationships with our Board of Trustees and key stakeholder partners.
- Contributing information and insight into charitable activities, such as developing strategies and approaches for workstreams, project management planning and risk management.
- Preparing and facilitating meetings to develop charitable activities with partners
- Preparing documents and resources to deliver charitable activities (e.g. Contributing to the development of workshop information pack for attendees)
- Delivering charitable activities, such as the F-REP, and other in person events and workshops, online events, or preparing online resources.
- Project evaluation and summary, such as reporting on activities, and using resources such as post-event surveys or interviews to synthesise information, develop case studies and include in reports for donors or general use.

## Request for quotation

We would like to request a simple proposal and a budget for this work by 19<sup>th</sup> August 2024.

In your application, please provide your curriculum and a brief explanation on how you will meet these requirements.

This will be based on an initial 6 month working contract with an initial commitment of 4-6 days per month, with the potential to build this up over future contracts.

Please provide your day rate and availability to [emma@fitf.co.uk](mailto:emma@fitf.co.uk) – 07311 812 105.