



EMPLOYMENT OPPORTUNITY - ADMINISTRATIVE SUPPORT OFFICER

Terms of Reference - Administrative Support Officer

Role title	Administrative Support Officer
Location	Remote/home-based with occasional travel as required
Hours	Part-time employment. This post is initially funded for 1 day per week for one year; flexible hours and workdays may be considered, with scope for increased hours/days in the future dependent on funding availability. Applications are also welcomed from suitably qualified self-employed contractors.
Salary	From £30,000 pro rata (i.e. from £6000 per year), depending on experience.
Reports to	Emma Plotnek – Executive Director

About 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 is key to delivering sustainable and prosperous UK fisheries. 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.

Purpose of the Role

The FITF team are currently one full time Executive Director (Emma Plotnek) and a Part Time Programme Manager (Anna Patel). We are seeking a highly organised and proactive individual to join the team and provide administrative, financial, and governance support across the organisation. The successful candidate will play an important role to support the smooth operation of FITF and help to maintain positive and productive working processes - supporting finance administration, organising governance processes, as well as occasional support with event organising and stakeholder communications.

The role requires someone who is professional, organised and capable of working independently. A good understanding of fishing communities, the fishing industry, or similar community-based sectors is highly desirable. The successful candidate will be expected to uphold FITF's values and ethos in all aspects of their work and interactions.



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Key Responsibilities and Regular Tasks

Responsibility	Regular tasks
Finance and bookkeeping support	• Process banking transactions and online payments. • Maintain accurate financial records and supporting documentation. • Support bookkeeping activities using Xero. • Assist with financial administration and reconciliation processes. • Ensure records are maintained in accordance with organisational procedures.
Governance support	• Support the coordination of meetings for the charity board of trustees, council and working groups. • Schedule meetings and circulate invitations, agendas and papers. • Record and distribute minutes and action points where required. • Follow up on actions arising from meetings. • Support governance and compliance processes through effective administration and record keeping.
Administrative support	• Maintain organised electronic filing and record management systems. • Support organisational correspondence and communication. • Assist with administrative tasks across projects and programmes as required. • Maintain stakeholder and contact databases. • Provide seasonal support in the planning and delivery of meetings, workshops and events depending on workload.

Specification

Essential knowledge and experience	• Experience in an administrative, coordination or office support role. • Experience of banking, payment processing and financial administration, including using Xero or similar bookkeeping software. • Experience coordinating meetings and managing associated documentation such as agendas and minutes. • Excellent written and verbal communication skills. • Good IT skills, including Microsoft Office applications. • Ability to work independently and manage competing priorities. • A good understanding of fishing communities, the fishing industry, coastal communities or comparable sectors. • Ability to build constructive relationships with a range of stakeholders.
Desirable knowledge and experience	• Experience working within a charity, trust, community organisation or membership body. • Experience maintaining stakeholder or CRM databases. • Knowledge of governance and committee administration.



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Personal attributes	• Professional, approachable and reliable. • Strong attention to detail. • Flexible and adaptable to changing priorities. • Excellent organisational and time-management skills. • Commitment to confidentiality and good governance. • Ability to represent FITF positively and uphold its values and ethos. • A personal interest in supporting fishing and coastal communities.
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Employment or Contractor Arrangements

FITF's preferred option is to appoint the successful candidate as a part-time employee. As an employee, the successful candidate would receive a contract of employment and statutory employment benefits, including annual leave and pension arrangements where applicable. FITF will provide all necessary office equipment.

Applications are also welcomed from suitably qualified contractors, engaged under an agreement and responsible for their own tax, National Insurance and statutory obligations. Payment would be made against submitted invoices in accordance with the agreed contract. Contractors should state that they are applying as such and include their proposed day rate.

How to Apply

Please submit:

- A current CV.
- A one-page covering letter outlining your suitability and how you meet the specification.

Applications should be sent to: emma@fitf.co.uk

Closing date: Friday 14th August

Interview date: September TBC

We are looking for the right person as much as the right skill set, and welcome applications from individuals who are enthusiastic, well-connected within the sector, and keen to develop their skills. We may consider providing training and support for some of the technical requirements listed.

FITF is committed to equality, diversity and inclusion and welcomes applications from all suitably qualified candidates.

Have any questions or want to reach out about the role?

Contact emma@fitf.co.uk / 07311 812 105



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