



## London Angling Development Officer Job Description

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<b><u>GRADE/SALARY</u></b>	£27,000
<b><u>RESPONSIBLE TO</u></b>	Thames21 CEO
<b><u>LOCATION</u></b>	London

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### **JOB SUMMARY:**

To develop and broaden participation in angling across London using a multi-agency approach

### **MAIN DUTIES & RESPONSIBILITIES**

1. Establish a structure which creates a multi-agency approach to developing angling across London including the formation of two London Angling Action Groups (LAAGs north and south).
2. In partnership with key stakeholders identify development priorities for angling in London and produce a plan to address them.
3. Work with the LAAGs and other key partners to create new and develop existing angling clubs and fisheries in London.
4. Work with the London Angling Action Groups to increase the number and accessibility of angling coaches in London.
5. Improve opportunities for young people, females and those from diverse backgrounds or socially deprived backgrounds to go fishing.
6. Establish links established between local and regional and national programmes e.g. National Fishing Month, Youth Games and ADB Talent Pathway by 31 March 2013.
7. Undertake an audit of angling provision within London and update the existing Environment Agency directory for the London area to produce a guide for London.
8. Work with key stakeholders to protect the environment, promote responsible angling and improve access for anglers.

9. Work with the LAAGs to support the delivery of competition opportunities including integration within the ADB Talent Pathway for young anglers in London.
10. Liaise with and support the work of the ADB Regional Officer and Environment Agency team for the South East to ensure mutual targets are achieved.
11. Provide progress reports to the ADB, Environment Agency and Thames 21 as required.
12. Undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

### **METHODS OF WORKING**

The post holder will be expected to work in the following way.

1. You will adopt a flexible participative and collaborative style of working, encouraging team working in a way that encourages and supports people in taking ownership of delivery.
2. You will undertake any necessary training associated with the duties of the post
5. You will use appropriate management information systems, maintain confidentiality and observe data protection guidelines
6. You will understand and comply with Equal Opportunities, Safeguarding and Protecting Young People and Environmental policies and procedures
7. You will comply with all Health and Safety policy and legislation in the performance of your duties
8. You will work with information technology and associated systems and, where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Angling Development Board's policies and procedures.
9. You will protect and enhance the reputations of the funding and hosting organisations.

The post is subject to a criminal records check through the Criminal Records Bureau before the offer of appointment is made.

## Person Specification

In order to fulfill the responsibilities outlined in the job description the person appointed to the above post must demonstrate the following qualities, skills and experience:

**Post: London Angling Development Officer**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of managing multiple local projects or programmes</li> <li>▪ Experience of engaging with local communities and developing effective partnerships</li> <li>▪ Experience of working with diverse groups</li> <li>▪ Experience of MS Excel, Word and PowerPoint</li> <li>▪ Experience of using email and Internet.</li> <li>▪ Experience of report writing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of fundraising</li> <li>▪ Experience of working with Databases</li> <li>▪ Track record in sports development</li> <li>▪ Experience of securing and managing project or programme funding</li> <li>▪ Experience in working with or developing sports clubs, or coaches or volunteers</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of funding initiatives.</li> <li>▪ Knowledge of the role of clubs, coaches and competitions in the development of sport.</li> <li>▪ Knowledge of the barriers to participation in sport and angling in particular.</li> <li>▪ Knowledge of Health and Safety Regulations.</li> <li>▪ Knowledge of the ADB, Angling Trust , Thames21 and other key angling organisations</li> <li>▪ Knowledge of angling and issues affecting angling (including environmental issues)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of the Equality Standards for Sport.</li> <li>▪ Knowledge of the role of County Sports Partnerships and Local Authorities in the development of sport</li> <li>▪ The Standards for Safeguarding and Protecting Children in Sport and anti-doping policies and procedures.</li> <li>▪ Knowledge of current legislation relating to equality, the safeguarding and protection of children and the misuse of drugs.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to develop effective working relationships</li> <li>▪ Ability to manage change</li> <li>▪ Ability to develop and manage own work programme</li> <li>▪ Ability to communicate effectively both verbally and in writing</li> <li>▪ Ability to work independently and as part of a team</li> <li>▪ Good organisational skills</li> <li>▪ Good negotiating skills</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>Qualities</b>	<p>The individual must be:</p> <ul style="list-style-type: none"> <li>▪ self assured, confident and be committed to the pursuit of equality of opportunity</li> <li>▪ self- motivated</li> <li>▪ innovative</li> <li>▪ completer/finisher</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Be willing to undertake further training and development as necessary, in order to enhance service delivery.</li> <li>▪ Be willing to work outside normal office hours including some evening and weekend work</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hold a full current UK driving licence</li> </ul>