

# Angling Trust

## Chief Executive Officer



## Job Description and Person Specification

### JOB DESCRIPTION

**Job Title:** Chief Executive Officer

**Location:** Home-based with options to work from Angling Trust offices at Leominster or Ilkeston.

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The Angling Trust and Fish Legal are seeking a new Chief Executive to lead the two organisations which have been united in a collaborative working relationship for the past 10 years. The Angling Trust is the National Governing Body for angling in England and the representative body for all anglers in England and Wales.

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### MAIN DUTIES AND RESPONSIBILITIES

#### General responsibilities

- To provide leadership to the organisations and to take responsibility for their management and administration within the strategic and accountability frameworks established by the Boards and Committee.
- With the Chairmen of the Angling Trust and Fish Legal, to enable the Boards and Committee to fulfil their duties and responsibilities for the proper governance of the organisations and to see to it that the Boards and Committee receive advice and information in a timely, thorough and appropriate manner.
- To ensure the continued safe and proper conduct of Fish Legal's legal practice for its members in compliance with current legal practice regulatory requirements (including, but not limited to, any statute, statutory instrument, rules, codes of conduct and practice notes from time to time in force which regulates the legal profession) and any internal policies and procedures from time to time in force.

#### Working with the Boards and Committee

Specific duties include:

- with the Chairmen, to see to it that the Board and Committee formulate and regularly review the organisations' vision, mission and values;
- attending Angling Trust board and Fish Legal Committee meetings;
- in partnership with the Boards and Committee, develop a long-term strategy for the organisations within the vision, mission and values established by the Boards and Committee;

- with the Chairmen, ensuring that the Boards and Committee can adequately monitor annual plans, targets and performance;
- reporting to the Boards and Committee on organisational progress, providing information and answering for organisational performance;
- with the Chairmen, developing policy proposals for Board and Committee discussion and decision;
- with the Chairmen, establishing the annual calendar for Boards and Committee and subcommittee meetings;
- supporting the Chairmen, suggesting development opportunities as appropriate;
- enabling the Boards and Committee to broaden their capabilities and develop its leadership potential.

## **Leading and managing the organisations**

Specific duties include:

- representing the organisations at national level; in particular to anglers and the angling community, principal stakeholders, government, government agencies and public bodies at the senior level, national media, and key funders;
- ensuring that long-term strategies are in place to guide the organisations in achieving their objectives and reporting;
- being responsible to the Boards and Committee for the overall financial health of the organisations and reporting;
- ensuring, with the Boards and Committee, that the organisations have the human, material and financial resources they need to operate effectively;
- seeking out and developing new strategies for ensuring future resources;
- taking appropriate steps to protect the organisations from risk;
- seeing to it that the organisations fulfil their constitutional, regulatory and legal obligations;
- ensuring that the organisations have the right management systems and structures to carry out their work effectively, accountably and safely;
- providing leadership to the management team and direction to all staff;
- complying with and informing staff of and ensuring their compliance with the terms of any Service Level Agreements in place from time to time;
- ensuring that staff, volunteers and others working in the organisation are focussed on achieving the mission and strategic priorities; and
- providing line management to the Head of Legal Practice of Fish Legal and the rest of the senior management team.

## **Promoting the organisations**

Specific duties include:

- protecting and enhancing the reputation of the organisations;
- seeking opportunities to expand and promote awareness of the organisations' work;
- using the media appropriately to raise the organisations' profile;
- acting as spokesperson when authorised;
- assisting in the formulation of marketing strategies and campaigns;

- ensuring that marketing materials and other communications accurately and persuasively present the vision, mission and values of the organisation;
- cooperating with fundraising staff, advising on grants, taking part in campaigns and meeting funders when necessary;
- overseeing the regular updating of the website, production of the newsletter and other communications with supporters.

## **Working arrangements/location**

The Angling Trust and Fish Legal have offices in Leominster in Herefordshire and Ilkeston in Derbyshire and the CEO would visit each of these offices at least once a month.

This role involves regular meetings in London (on average once or twice a week) and elsewhere throughout the country. This post is offered on a home-working basis, with the option of being based out of one or other of the offices.

The contracted hours are nominally 37.5 hours per week, but carrying out the role will regularly involve longer working days, evening meetings and attendance at events on some weekends. Time off in lieu is available for very late evening or weekend working.

## **PERSON SPECIFICATION**

### **IDEAL QUALITIES OF POST HOLDER**

We are looking for an experienced senior leader with a strong track record of delivering at the highest levels. You must be passionate about the protection and growth of angling and our freshwater and marine environments and have experience of setting a clear vision and mission and influencing at the highest levels to deliver results.

### **Specific abilities**

- Proven ability to work successfully with a Board
- Track record of general management at a senior executive level
- Knowledge of angling and environmental issues
- Content and programme expertise
- Fundraising experience
- Excellent communication and people skills
- Ability to build networks and make connections
- Strategic planning
- Ability to take the lead
- Team player

**Desirable Knowledge**

- Voluntary and community sector governance practice
- Legal practice professional conduct
- Membership organisation management
- Experience of conducting media interviews
- Broad understanding of all angling disciplines

**Essential personal characteristics**

- Commitment to the organisations' vision, values and mission
- Personal integrity and credibility
- Commitment to self-development
- Dedication to developing the organisation

**Personal qualities**

- Charisma
- Tact
- Responsiveness
- Realism
- Honesty
- Enthusiasm