

# Job Description:

## IFCA NATIONAL LEAD TRAINING OFFICER



<b>Job Title:</b>	<b>IFCA National Lead Training Officer</b>
<b>Location:</b>	<b>Flexible</b>
<b>Grade:</b>	<b>£39,812 to £45,589</b>
<b>Type of position:</b>	<b>Permanent</b>
<b>Responsible to:</b>	<b>Association of IFCAs</b>

### Purpose of the Job:

The National Lead Training Officer (NLTO) is responsible for identifying the training needs of IFCAs and leading and delivering an IFCA training strategy.

The National Lead Training Officer is responsible for managing, designing, developing, coordinating and conducting training programs at a national standardised level and working closely with partner organisations to deliver the training programme.

### Main duties and responsibilities:

1. To have a thorough understanding of the roles and duties of IFCAs in England and to maintain close contact with the IFCAs, and their partner organisations to identify training requirements and opportunities.
2. To assess the training requirements of the IFCAs in-order to and develop a costed training programme, and when required develop and deliver specific projects, which meets those needs. To identify shared training opportunities with other organisations, to deliver these opportunities, and where necessary develop additional income streams.
3. For new and existing IFCOs establish training plans and maintain an updated curriculum database and training records.
4. Developing an agreed annual plan with AIFCA Members and to deliver actions and activities under that plan. To report on progress in annual report by clearly identifying the business case, outcomes and effectiveness of the training strategy.
5. Design, develop and where necessary deliver training programs (outsourced and/or in-house/remote learning initiatives). Facilitate learning through a variety of delivery methods including classroom instruction, virtual training, on-the-job coaching.

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6. Gather feedback from trainers and learners after each educational session for continual improvement of training programs, design and apply assessment tools to measure training effectiveness.
7. Provide materials and programs to trainers, advising them on how to best incorporate activities and materials and assess the impact of training materials on learners.
8. To be (or become within an agreed period) a qualified Quality Assessor for, initially, the National Marine Enforcement Qualification and develop quality assessors or 'expert witnesses' to assist with evidence towards learners' assignments.
9. To assist in, and where identified as necessary, facilitate new systems and processes in the field of enforcement for IFCA's in a standardised way to ensure existing officer continuous professional development.
10. Provide IFCA central contact point for organising training with other organisations.
11. To manage the AIFCA training budget, to manage and maintain appropriate systems of control over income and expenditure. To develop a sustainable funding base and access external funding where appropriate to and seek to generate, where appropriate, income from service delivery to other organisation.
12. Under the direction of the AIFCA Chief Officer undertake any other future training delivery or any other activities commensurate with the grade of the post, as determined by the Association of IFCA's

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Person Specification:

CRITERIA	ESSENTIAL	PREFERRED
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE/'O' level A-C passes in English and Mathematics (or equivalent).</li> <li>• Graduate or having extensive experience at senior level.</li> <li>• Ability to hold a warrant and an ENG1 seafarers medical certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant formal training qualifications</li> <li>• Holds sea going qualifications</li> <li>• Project management qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience as a Training Coordinator, Trainer, Training Facilitator or similar role</li> <li>• Experience in developing training programs</li> <li>• Experience of managing people and projects</li> <li>• Experience of working remotely and without supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with software for provision of remote training</li> <li>• Significant experience in carrying out enforcement of fisheries legislation both on land and at sea</li> <li>• Experience of managing the end-to-end process of delivering externally funded projects</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Significant knowledge of enforcement legislative process (PACE etc)</li> <li>• Previous experience in an enforcement environment</li> <li>• Substantial experience in a regulatory or law enforcement discipline</li> <li>• Experience of delivering marine conservation</li> </ul>	<ul style="list-style-type: none"> <li>• Significant knowledge of IFCA's and their structures and policies</li> <li>• Significant knowledge of the health and safety and practical considerations of sea-based enforcement</li> <li>• Adequate knowledge of learning management systems and web delivery tools</li> <li>• Good knowledge of IFCA training provisions and requirements</li> <li>• Specialist knowledge of fisheries management and marine conservation issues.</li> <li>• Broad knowledge of: <ul style="list-style-type: none"> <li>○ Fishing industry</li> <li>○ Fishing techniques</li> </ul> </li> </ul>
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>• Exceptional interpersonal skills and ability to communicate complicated ideas to a range of individuals</li> <li>• Evidenced record of managing people</li> <li>• Evidenced record of managing high level/national projects</li> <li>• Evidenced record of working with partners to achieve outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation skills</li> <li>• Facilitation skills</li> <li>• Coaching skills</li> </ul>

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	<ul style="list-style-type: none"><li>• IT literate with good level of competence in operating MS Word &amp; PowerPoint</li><li>• Experience of writing reports and communication via correspondences</li><li>• Ability to communicate at all levels.</li></ul>	
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