

PERMITTING OFFICER - Part-time

Devon & Severn Inshore Fisheries and Conservation Authority

Salary Spinal Point (4-6) *£18,426 - £19,171 pro rata (22.5 hours per week over 3 days) *based on 2019 pay scales, 2020 pay award pending



Permanent Appointment

A great opportunity has arisen to join the administration team at the Devon & Severn IFCA based in Brixham. We are looking for a motivated, organised and effective individual to act as the Authority's Permitting Officer. The postholder's primary responsibility will be to maintain the Authority's Permit Registers. This will involve the postholder monitoring and issuing commercial and recreational permits to applicants wishing to fish in the Authority's District.

In addition, the postholder will be expected to support the delivery of the Authority's Finance and Administration Manager's tasks and to assist with the delivery of the Authority's communication strategy.

Applicants must have a good knowledge of Microsoft Office, have excellent attention to detail, good communication skills and be confident dealing with queries by phone, in writing or in person.

The post holder is entitled to 24 days annual leave (pro rata and subject to days worked). Flexible working is required.

Closing date for applications: 24th July 2020

Interview date: Week commencing 3rd August 2020.

For application forms (no CVs accepted) and full job description please contact: office@devonandsevernifca.gov.uk or phone 01803 854648