

## **We are recruiting!**

A great opportunity has arisen to join the busy administration team as the Permitting Officer for Devon & Severn IFCA based in Brixham

### **Permanent Appointment (Part-time)**

A great opportunity has arisen to join a busy administration team at the Devon & Severn Inshore Fisheries and Conservation Authority (D&S IFCA) based in Brixham. We are looking for a motivated, organised, and efficient individual to act as the D&S IFCA's Permitting Officer.

The post-holder's primary responsibility is to process applications in order to issue permits to commercial and recreational fishers undertaking various fishing activities within the D&S IFCA's District. This will involve cross checking applications, maintaining data bases/registers and handling enquiries relating to the issue of permits.

In addition, the post-holder will be expected to support the delivery of the D&S IFCA's Finance and Administration Manager's tasks and to assist with the delivery of the D&S IFCA's Communication Strategy.

Applicants must have a good knowledge of Microsoft Office, particularly Excel, have excellent attention to detail, good communication skills and be confident dealing with enquiries 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 may be required at busy times.

- **Closing date for applications: 12<sup>th</sup> October 2021**
- **Interview date: 19<sup>th</sup> October 2021 to be conducted remotely via Zoom**

For application forms (no CVs accepted) and full job description please contact: [office@devonandsevernifca.gov.uk](mailto:office@devonandsevernifca.gov.uk) or phone 01803 854648 / 07395 358172

The job description can also be viewed [here](#).

### **Salary**

Salary Grade C - Spinal Point (4-6) £18,933 - £19,698 pro rata (22.5 hours per week over 3 days).