

Job Description

Scottish Fisheries Coordination Centre Manager



Location

Office location is Pitlochry or central Edinburgh but remote/hybrid working will be supported

Salary Range

£35,000 - £42,000

Job Overview

The Scottish Fisheries Coordination Centre (SFCC) was established in 1997 and is focussed on evidence-based fisheries management. Our membership comprises Rivers and Fisheries Trusts, District Salmon Fishery Boards, Scottish Government, Scottish Environment Protection Agency and NatureScot. In 2017 SFCC became a part of Fisheries Management Scotland, while maintaining a distinct membership and funding stream.

The post holder will promote and support SFCC members in the evidence-based conservation of Scotland's native fish, fisheries and river catchments. The successful candidate will help facilitate standardised data collection through the provision of protocols and databases, support cross-Scotland scientific projects and provide data to inform national policy decisions and local management decisions. The SFCC Manager will also coordinate and help deliver an annual training programme, provision of mapping data and development of field data collection tools.

Reports To

The SFCC Manager will report to the Chief Executive Officer of Fisheries Management Scotland.

Fields of Responsibility

The primary role of the SFCC Manager, working closely with the SFCC Committee, is to support member organisations—particularly Fisheries Trusts and Boards across Scotland—in continuously improving how fisheries-related data is collected, managed, and shared. This includes contributing to the development and refinement of protocols, data collection methods, databases, GIS tools, and statistical analysis. The role also involves providing training and guidance to members, as well as undertaking day-to-day administrative tasks, implementing actions agreed at committee meetings, and progressing responsibilities outlined in the general job description.

An increasingly important and valued role of the SFCC is the provision of training courses delivered by external organisations or members of the SFCC. Training courses include GIS, electro-fishing, habitat surveying and scale reading. The SFCC manager will be expected to help implement these courses, to expand on the existing programme, and to deliver courses where necessary.

The role also includes working closely with and delivering work for the Scottish Government Marine Directorate, as agreed by the Employer. These activities include: supporting relevant working groups; delivering specific GIS and/or data collection work to support national policy development and coordinating data collection as required.

Communication and Engagement

- To establish and maintain a strong working relationship with member organisations and key individuals within them;
- Co-ordinate and deliver the annual SFCC seminar and other engagement events as appropriate
- To develop and maintain two-way communications to and from the members and others in the fisheries management sector;
- To advise the Chief Executive of Fisheries Management Scotland and the Chair and Management Committee of the SFCC of opportunities for development and issues of concern;
- Provide a quarterly report to the SFCC Management Committee covering: activities of the manager over the previous three months; important issues that require discussion/input; suggestions for future working including possible projects, grant applications, contracts or new initiatives with other bodies;
- Contribute to monthly updates to members (via Fisheries Management Scotland) and other communications (including social media) as necessary;
- Ensure that information on the SFCC web-pages are up-to-date and new content is added whenever required.

Administration

- Coordinate arrangements for Management Committee meetings, AGM and the SFCC/ Fisheries Management Scotland biologists' meeting, including room booking and catering;
- Prepare and distribute relevant papers with the assistance of the Chair and Fisheries Management Scotland CEO (agenda, draft minutes, financial information, notes to update Management Committee);
- Take minutes at committee meetings;
- Maintain an up-to-date list of SFCC members, including contact details;
- Ensure that all files, folders, e-mails and contacts are well organised using the Fisheries Management Scotland SharePoint system;
- To collect, collate and analyse where necessary information from the network required for the annual review and other purposes;
- Ensure that the Terms of Reference and SFCC manual are regularly reviewed.

Database, GIS and IT

- Provide support to SFCC members for the SFCC electro-fishing database and other databases as they are developed;
- Report database issues to the development company involved and provide rapid feedback to database users;
- Coordinate and ensure delivery of database updates as requested by the SFCC Management Committee;
- Administer SFCC's ArcGIS Enterprise account, ensuring members have access to desktop and online software through this;
- Provide support to SFCC members on the use of GIS as a fisheries management tool, and develop and maintain specific tools and apps as required;
- Facilitate data requests through collation and retrieval on behalf of SFCC members;
- Ensure that all members are provided with the appropriate GIS datasets and software;
- Ensure that members maintain up to date mapping license agreements which are administered through SFCC;
- Make sure that members are aware of any copyright restrictions and terms & conditions.

Training

- Implement training events as agreed by the SFCC committee;
- Maintain an attendance database of members;
- Assist with the administration (and delivery where required) of SFCC training courses (Introductory Electrofishing, Electrofishing Team Leader, Scale Reading and mapping) including publicity, course material preparation and distribution and issuing certificates to successful course participants;
- Provide training to SFCC members on the SFCC database, mapping or other issues as required;
- Identify new courses that would be beneficial to members;
- Undertake or assist in the recording and editing of concise videos of training events for publishing on the SFCC website or YouTube.

Finance

- Liaise with the SFCC Chair and Fisheries Management Scotland Director of Communications and Administration to ensure good financial governance including:
 - Preparation of the annual budget;
 - Preparation and oversight of monthly cashflow reports including any deviations from budget;
 - Working with the FMS Finance & Administration Manager, ensuring that subscriptions are received and invoices are processed for payment.

Essential Criteria

- Proven planning and organisational skills, including the ability to prioritise competing demands and a track record of successful delivery;
- Excellent written and oral presentation skills;
- Proven project management skills;
- Proven data and analytical skills including: experience of using ESRI's ArcGIS suite of tools including ArcGIS Online apps (such as Storymaps, Survey123 and Dashboards) and ArcGIS Pro;
- Highly developed communication and collaborative skills and experience in building relationships with a wide variety of stakeholders;
- Well-developed IT skills, including use of standard software packages (MS SharePoint, Word, Excel, PowerPoint, Outlook and Adobe Acrobat).
- A Bachelor's degree in a relevant scientific subject or equivalent relevant experience;
- Access to a motor vehicle and a full driving licence;

Desirable Criteria

- A good understanding of the fisheries management sector in Scotland;
- Experience of undertaking relevant ecological surveys;
- Experience with R or Python.

Working Pattern

This is a full-time vacancy, however applications from people wishing to work an alternative working pattern will be considered.