

Recruitment Information Pack

GOOD FISH GUIDE RATINGS OFFICER

£23,300 to £27,300

Full-time or part-time

Location: Ross-on-Wye or Edinburgh



Job Description: Good Fish Guide Officer

Contract: Permanent
Full time – though job split considered for exceptional applicants. 40%FTE based in Edinburgh focussed on farmed ratings; 60%FTE based in Ross HQ focussed on wild capture ratings)
Location: Either MCS HQ in Ross-on-Wye, or Edinburgh office

1. Reporting structure

Reports to: Head of Fisheries & Aquaculture Line Management: None

Responsibility for day-to-day work will be delegated by the Aquaculture Programme Manager (for farmed ratings) and Good Fish Guide Programme Manager (for wild capture ratings).

2. Overall purpose and objectives

To research and assess the environmental sustainability of aquaculture production methods (2days/week), and wild capture fisheries (3days/week) for publication on the MCS Good Fish Guide (GFG).

3. Key responsibilities

- Produce farmed and wild caught sustainability assessments for the MCS Good Fish Guide, ensuring assessments are well researched and scientifically robust.
- Maintain and develop good working relationships with relevant external organisations
- Work effectively with and support the production and promotion of outputs from the MCS fisheries and aquaculture team.

4. Main duties

Produce farmed and wild caught sustainability assessments

- Research new and update existing information relating to the sustainability of wild capture fisheries, including stock status, relevant management measures, capture method impacts, and certification.
- Research new and update existing information relating to the sustainability of the production of farmed species, including feed sustainability, relevant management measures, site environmental impacts, welfare, and certification.
- Draw on the best available science, information and recommendations from credible sources including: academic journals, scientific institutions (e.g. International Council for Exploration of the Sea, Marine Scotland Science), managing authorities, certification standard holders (eg. GAA, ASC, MSC), industry organisations and other relevant organisations such as the FAO.
- Use this information to apply the MCS aquaculture and wild capture methodologies to assess the environmental sustainability of aquaculture production methods and wild capture fisheries for publication on the GFG.
- Where necessary engage with staff from other MCS teams to ensure input from relevant leads and experts on regional issues and Marine Protected Areas.
- Ensure assessments and online summaries are consistent with the MCS methodologies, well researched, scientifically robust and referenced.
- Provide summary information appropriate for regular (at least biannually) external consultation on new and updated ratings.
- Work closely with the Aquaculture and GFG Programme Managers, other MCS staff and relevant external stakeholders to address any consultation feedback.

*credible • passionate • evidence based • solutions focussed
engaging • proactive • campaigning • collaborative*

Maintain and develop good working relationships with relevant external organisations

- Liaise with relevant stakeholders and experts (e.g. industry, managers, and scientists) where necessary to ensure access to the best available information.
- Liaise with relevant stakeholders and experts to build MCS knowledge and understanding of specific seafood sustainability issues in order to progress ratings confidently and credibly.
- Develop and maintain relationships with other NGOs working on sustainable seafood assessment programmes in order to help share relevant information and be as consistent as possible with other organisations.
- Help respond to business and other stakeholder queries regarding the Good Fish Guide.

Work effectively with and support the production and promotion of outputs from the MCS fisheries and aquaculture team.

- Work closely with other members of the MCS fisheries and aquaculture team to ensure timely exchange of information and to help further develop a cohesive programme.
- Contribute to the production and promotion of the Good Fish Guide including maintenance of the Good Fish Guide website, app, pocket guide and twitter account, and input into other relevant team projects and campaigns (e.g. recent Good Fish Finger Guide).
- Identify areas where increased consistency can be achieved between aquaculture and wild capture ratings and any other relevant areas of work. This will be particularly important for this role as it will uniquely require the post holder to develop a very good knowledge and understanding of both wild capture and farmed seafood production and associated ecological issues.
- Help respond to enquiries from the public and industry stakeholders in relation to the Good Fish Guide and related extension material as required.
- Where necessary, provide information to relevant members of the fisheries and aquaculture team in relation to changes and developments in seafood assessment processes or ratings.

5. Internal reporting

- Summarise and clearly communicate developments and activities on a weekly basis to both the Aquaculture and Good Fish Guide Programme Managers;
- Provide regular updates on your work and potential cross-cutting issues to the Aquaculture Programme Manager, Good Fish Guide Programme Manager, and Head of Fisheries & Aquaculture;
- Produce an annual work plan and objectives;
- Maintain a detailed advance quarterly Work Plan or Online Calendar;
- Participate in regular team meetings;
- Input to a quarterly written report (Progress Against Plan) on activities and progress against targets for submission to the Board of Trustees;
- Attend regular meetings with Head of Fisheries and Aquaculture as required under MCS Support & Supervision Policy;
- Attend team meetings, project review meetings and other conservation team meetings as required.

6. General duties

- Summarise and clearly communicate developments and activities on a weekly basis to both the Aquaculture and Good Fish Guide Programme Managers;
- Provide regular updates on your work and potential cross-cutting issues to the Aquaculture Programme Manager, Good Fish Guide Programme Manager, and Head of Fisheries & Aquaculture;
- Produce an annual work plan and objectives;
- Maintain a detailed advance quarterly Work Plan or Online Calendar;
- Participate in regular team meetings;

- Input to a quarterly written report (Progress Against Plan) on activities and progress against targets for submission to the Board of Trustees;
- Attend regular meetings with Head of Fisheries and Aquaculture as required under MCS Support & Supervision Policy;
- Attend team meetings, project review meetings and other conservation team meetings as required.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other reasonable duties and responsibilities relevant to the nature, level and scope of the post as advised by the Head of Fisheries & Aquaculture.

7. Working relationships

Internal	<p>Work effectively and liaise closely with MCS country teams and the Ocean Recovery team on relevant ratings.</p> <p>Work effectively and liaise closely with the Communications team in relation to production of MCS sustainable seafood extension material.</p> <p>Assist MCS staff with fisheries and aquaculture information to support related conservation projects, in particular issues associated with sustainable seafood ratings advice, species information and assessments.</p> <p>Organise and work with volunteers to assimilate data to inform fisheries and aquaculture assessments for MCS.</p>
External	<p>Work effectively with industry stakeholders including; industry members (aquaculture, fisheries, marketing, retail, restaurant and other support sectors), regulators, research and management organizations (e.g. Government, Universities, industry associations etc.) and relevant NGOs.</p>

8. Working environment

Offices	<p>Works in a shared open plan office in either Edinburgh (with three other staff) or in Ross-on-wye (with 35+ other staff). Some home working may be available.</p>
Travel	<p>Regular travel between Edinburgh and Ross-on-Wye. Some other UK travel and potential for occasional travel abroad, mainly within the EU.</p> <p>Out of the office approximately 23 days per year.</p>

9. Dimensions and Limits of Authority

Budget	<p>Postholder does not have budget responsibilities</p> <p>Can sign off expenditure up to £100 without pre-approval.</p>
Strategy	<p>Supports the implementation of the MCS Conservation Strategy 2018 -2023</p>
Policy	<p>Supports development of MCS fisheries and aquaculture policies</p>

Outputs	Responsible for ensuring that Good Fish Guide and its associated database and products are maintained in a current and accurate state, and that data necessary for related extension material for the fisheries and aquaculture programme are available and current.
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10. Person specification

	Essential	Desirable
Proven ability and competencies	<p>Strong understanding of different aquaculture production and/or commercial fishing methods (ideally both), and associated ecological risks and management issues.</p> <p>Demonstrated understanding of emerging issues in marine conservation in relation to fishing and/or aquaculture (ideally both).</p> <p>Proven ability to research and assimilate information and material from a diverse range of sources (e.g. scientific papers, technical reports, web-based resources).</p> <p>Excellent critical evaluation skills, in particular of technical scientific fishing and/or aquaculture reports and policy content.</p> <p>Proven ability to work effectively in a team.</p> <p>Proven ability to summarise and communicate complex scientific information in a clear and simple way to a range of audiences both orally and written.</p> <p>Proven ability to develop and maintain relationships with a range of external stakeholders.</p>	<p>Proven ability of working within the fisheries or aquaculture or seafood sector or related NGO.</p> <p>Able to apply a deep understanding of the sustainable seafood movement.</p> <p>Experience in assessing the sustainability of seafood.</p>
Other skills and abilities	<p>Confident using software and IT, particularly MS Excel (used extensively), Word, PowerPoint and Skype.</p> <p>Excellent attention to detail.</p> <p>Excellent organisation and project management skills for maintaining large datasets and working to deadlines.</p>	<p>Familiar with Microsoft Office 365.</p> <p>Experience using complex science-based databases.</p>
Qualifications, training and Knowledge	<p>Minimum degree level in a scientific, natural resource management or conservation field or equivalent experience in a relevant sector/Industry.</p>	<p>Good knowledge and understanding of aquaculture production standards and/or fisheries certification standards, both</p>

	Specialist knowledge of the fishing and/or aquaculture industry or management.	within the UK and more widely.
Personal Qualities	<p>A strong team player, but with the ability to work independently and on own initiative with minimal oversight</p> <p>Very good interpersonal skills for developing relationships within the team and with external stakeholders</p> <p>A desire to promote positive change and to seek ongoing improvement in the marine environment</p> <p>Ability to travel domestically and occasionally abroad.</p>	

How to apply

You are invited to complete the application form which you can download from our Jobs webpage.

The application form is in two parts – part 1 collects your personal information and part 2 asks for your relevant work history, your qualifications and a supporting statement where you can outline your background and experience for the role.

Part 1 is separated and does not form part of the shortlisting process so **please return the application form to us in a format that we can edit using Microsoft Word (so for example, not a pdf or a Pages document).**

Along with the rest of your experience, we are particularly interested in your supporting statements. Here we are looking for you to tell us how your experience meets the role requirements. Please refer closely to both the job description and the person specification when completing this section. Your statement should include examples of your work or experience to evidence how you meet the job criteria and person specification and what skills you bring which would make you successful in the role.

We are also interested in what inspired you to apply for this role with us – tell us what it is about our work that attracted you to the organisation and the position.

Please return your completed application forms by email to hr@mcsuk.org and ensure the role you are applying for is in the subject line.

Interviews are usually held at our offices in Ross-on-Wye though this may change dependent on the intended office location of the role. You may be requested to prepare a task in advance, or take part in a group activity as part of the assessment process – full details will be provided to you in the invitation to interview. If you feel you require any reasonable adjustments to allow you to take part fully in the interview process, do let us know on the application form.

The legal bit

All offers of employment are conditional, subject to the following:

- candidates are required to provide proof of **current and continued** eligibility to work in the UK and will be required to present original documents if invited for interview. Information on what you'll need to show will be provided as part of the invitation to attend an interview but you can read more on the Home Office UK Border Agency website: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>
- receipt of two references which are satisfactory to MCS.

If you would like to speak to us please call the HR team on 01989 561574

Closing Date:

Sunday 27 January 2019

Interviews:

Wednesday 6 & Thursday 7 February 2019

MCS - Our vision, our mission

Our vision

Seas full of life - seas and coasts where nature flourishes and people thrive.

Our mission

To drive political, cultural and social change for healthy seas and coasts that support abundant marine wildlife, sustainable livelihoods and enjoyment for all.

What we stand for

Science and people - our staff, volunteers, supporters and partners - are at the heart of everything we do.

We act because everyone relies on the ocean to survive, from the air we breathe to the food we eat.

By helping people to discover, value and enjoy being connected to our seas, we can all make better decisions today, which will ensure seas full of life for future generations.

Why we need to act

Our seas are under threat - from pollution, overfishing and a lack of protection. We are taking too much out, for example fish and oil - often using intensive or destructive techniques. We are putting too much in - waste, pollution and damaging development.

What we need to achieve

Stop taking too much out of our seas - MCS will work to ensure sustainable use of the seas by minimising harm when we harvest resources, for example through fishing and oil extraction.
Stop putting too much into our seas - MCS will work to prevent and clean up marine litter and pollution, and to minimise damage from development and climate change.



Working with MCS

Hours of work	Our normal full-time working week is 35 hours. We offer Time Off in Lieu (TOIL) where you may have been required to work in excess of your standard hours and we have a flexible approach to our daily start and finish times in order to support you in balancing your work and home life.
Annual leave	We offer 25 days annual leave per annum, plus Bank Holidays – pro rated for part-time or fixed term contracts. Your entitlement to leave increases with service, to a maximum of 30 days after 10 years with us. Senior Management/Directors start at 27 days annual leave per annum, plus Bank Holidays, rising to a maximum of 30 days after 5 years.
Occupational sick pay	MCS seeks to support our team members when they have periods of sickness and once through the probationary period you are entitled to occupational sick pay equivalent to 8 weeks at full pay followed by 8 weeks at half-pay in any rolling year (pro-rated for part-time or fixed-term contracts)
Learning & development	MCS recognises that its employees are fundamental to its success, and seeks to provide an outstanding and distinctive social and working environment in which both the organisation and its employees can flourish and achieve their full potential. We seek to employ and develop high calibre and high-performing staff in order to meet our strategic objectives.
Pension	We will auto-enrol all employees into our stakeholder pension scheme after 3 months service. On a monthly basis, MCS will contribute the equivalent of 5% of your annual salary into our scheme. After 6 months service, MCS will contribute an amount equivalent to 6% of your annual salary into our scheme on a monthly basis. You may choose to make personal contributions when you commence employment with us, and at any time from then.

Equality & Diversity at MCS

Everyone can expect to be treated with consideration and respect and MCS is committed to providing an inclusive environment for all. Good working relationships release the full potential, creativity and productivity of each individual, in an atmosphere where everyone can learn and work without prejudice, discrimination, harassment or violence.

MCS is committed to developing an organisation that benefits from a diverse range of people, to create new narratives, to inform and develop our work. We encourage applications from people of all backgrounds, particularly from people who belong to groups which are under-represented within our team.

Registered Charity No: 1004005 (England & Wales) SC037480 (Scotland)
 Registered Office: Overross House, Ross Park, Ross-on-Wye, HR9 7US