



## EXECUTIVE DIRECTOR, TEST AND ITCHEN ASSOCIATION JOB DESCRIPTION

Title:	Executive Director
Salary:	£24,000 per annum
Contract:	Permanent. Six month probation period.
Hours:	Part-time. 0.4 FTE. Two days (16 hours) per week equivalent.
Location:	The Association's office is next to the River Test in Kimbridge, near Romsey. There is scope for doing much of the desk-based work remotely, but weekly visits to the office will be required, as will frequent working visits to Hampshire's chalkstreams.
Reports to:	Chairman and Board of Directors of the Association.
Reports in:	Administrator, Communications Officer (to be appointed), Book Keeper, Voluntary Wardens.

### The Association

The Test and Itchen Association has been working to conserve and protect the Hampshire chalkstreams for more than 100 years. We work closely with a range of partners both inside and outside government who share our conservation and fishery interests to promote and protect the interests of our members. The key issues are poor water quality, particularly as it impacts on fly life; water quantity - ensuring that the rivers are not over-abstracted; and practical river management issues including river restoration, weed-cutting and stocking. The Association aims to ensure that Hampshire's rivers remain world-class destinations for salmon and trout fishing and flourishing examples of the precious and rare chalk stream ecosystem.

We currently have about 500 members, comprising river owners, river keepers and individuals who share our interest in chalkstreams as fishermen or environmentalists. Our members between them own more than 90% of the Test and Itchen and their tributaries. The Association is in a strong and stable financial position, providing plenty of scope for the development and expansion of its activities.

### Candidate Profile

The Association is looking for a dynamic, self-starting, adaptable individual, comfortable working with a wide range of personalities and organisations. The ideal candidate will be Hampshire-based with a good knowledge of Hampshire's chalk streams and a strong interest in the environment and fly-fishing. They will have a proven track record of managing organisations, delivering projects, commanding respect and inspiring others.

### Job Purpose

The main purposes of the role are:

- to guide the Board in setting the strategic direction of the Association
- to represent the Association and its members in all river and fishery management issues at national and local levels



- to devise, implement and support projects and activities that will benefit the interests of our members.
- to maintain a buoyant and vibrant Association.
- to inspire and manage the Association's paid staff and unpaid volunteers.

## Duties and Responsibilities

### Strategy and Policy

1.	Guide the Board in setting the Strategy of the Association.
2.	Develop and implement Policies and Plans to deliver the Association's strategic objectives.
3.	Maintain an up-to-date knowledge of all issues impacting on Hampshire's chalk streams.

### Projects and Research

1.	Develop and deliver projects to improve understanding of the issues affecting Hampshire chalks streams, particularly water quality (eg invertebrate monitoring, identification of pollution sources and mitigation measures)
2.	Work with fishery owners, managers and river keepers to promote and coordinate best river management practice (eg river restoration, stocking, weed cutting)
3.	Commission and support research on chalk stream issues.

### Management and Administration

1.	Act as Company Secretary for the Association, supporting the smooth functioning of the Board and ensuring the Association complies with all its reporting requirements.
2.	Ensure the Association remains financially sound and appropriate accounts are maintained.
3.	Inspire and manage the Association's paid and voluntary staff.

### Communication and Engagement

1.	Keep the membership informed of the Association's activities through the production of written material (annual Rivers Report, newsletters etc), development of the Association's website and social media and the organisation of membership events.
2.	Develop good, constructive relationships with the Association's members through regular visits and engagement.
3.	Maintain and increase the membership of the Association, ensuring that it continues to represent the great majority of Test, Itchen and Meon riparian owners.
4.	Understand what most concerns the Association's members and ensure the Association is able to respond effectively to those concerns.

### Partnerships

1.	Represent the Association in the Test and Itchen Catchment Partnership and other local catchment organisations.
2.	Develop and maintain good working relationships with the regulatory Agencies (Environment Agency, Natural England) and national and local Non Governmental Organisations which share the Association's interests, including The Angling Trust, Wild Trout Trust, Salmon and Trout Conservation, Wessex Rivers Trust, Hampshire Wildlife

	Trust and the Hampshire River Keepers Association.
3.	Engage with and support local campaign groups seeking to prevent inappropriate development.
4.	Develop and maintain good working relationships with national and local political representatives (Ministers, MPs, Councillors) and influencers (TV and print journalists, authors)

## Person Specification

### Qualifications and Knowledge

		Essential	Desirable
1.	Educated to degree level in a relevant field eg Geography, Environmental Science or demonstrable equivalent knowledge.		X
2.	Knowledge of chalk streams	X	
3.	Knowledge of fly-fishing	X	

### Experience

		Essential	Desirable
1.	Senior management position in an organisation.	X	
2.	Track record of delivering projects with multiple stakeholders.	X	
3.	Experience of building and developing teams and managing and mentoring staff.	X	

### Skills and Competences

		Essential	Desirable
1.	Good IT skills, including use of Office 365.	X	
2.	Good presentation skills, both oral and written.	X	
3.	Ability to think strategically.	X	

### Personal Attributes

		Essential	Desirable
1.	Strong interpersonal and influencing skills.	X	
	Ability to develop quickly a good understanding of a wide range of complex topics.	X	
2.	Self-motivated and able to work on own initiative.	X	
3.	Passionate and enthusiastic.	X	
4.	Resilient.	X	
5.	Adaptable and flexible.	X	

### Miscellaneous

The work load is not evenly spread across the year, so some flexibility will be required. But there is considerable scope for managing the work load so it is completed at the time of greatest convenience to the job holder.



A full UK driving licence and access to own car is desirable. Mileage allowance will be paid at 45p per mile for work-related travel to locations other than the Association's office.