



## **Administration Officer - Scottish Creel Fishermen's Federation (SCFF)**

**Contract type:** Fixed term / Part-time: Flexible work patterns can be facilitated

**Closing date:** 17:00 on Sunday 18th May 2025

The Scottish Creel Fishermen's Federation (SCFF) is the national trade association for the creel fishing industry, a traditional and sustainable form of coastal fishing for shellfish that supports more jobs around the coastline of Scotland than any other type of fishery. More information about SCFF is available at [Scottish Creel Fishermen's Federation](#). This website is due to be redesigned and updated.

SCFF is seeking to appoint an Administration Officer to manage finances, membership and communications. This will be a new, fixed term but part-time role which we estimate will take 2 to 3 days each week (flexible work patterns can be facilitated). The Administrator, who will work in close collaboration with and report to the SCFF National Co-ordinator, will have the following main roles and responsibilities:

### ***Primary responsibilities***

- Supporting the National Coordinator with delivery on the SCFF's core objectives as required, including support managing communications
- Managing the finances of SCFF, including:
  - Liaison with funders and accountants
  - Assistance with/lead on funding applications
  - Grant reporting
  - Production of monthly accounts
  - Banking, invoicing and billing, including ongoing expenses
  - Arranging annual insurance cover
- Arranging and managing regular Board meetings and the Annual General Meeting, to include:
  - Agenda creation
  - Generation and distribution of materials as required
  - Attendee management
  - Venue management
- Managing SCFF Membership, to include:
  - Handling membership enquiries
  - Member recruitment

- Membership management
- Membership database
- Management and maintenance of SCFF website content
- Information management, including:
  - Recordkeeping
  - Filing minutes
  - Keeping relevant information as required by the National Co-ordinator

### ***Secondary Responsibilities***

Working with the National Co-ordinator as directed including:

- Developing and managing Members services, to include:
  - Discounted financial services for members
  - Discounted gear prices for members
- Assisting in delivering an SCFF Communications Strategy, to include:
  - Member newsletters and member updates
  - Policy briefings
  - Membership marketing materials
  - Developing material for the SCFF website
  - Press release and media engagement
- Representing SCFF, to occasionally include:
  - At industry meetings
  - At trade exhibitions

Please note that this role involves working mainly on a remote, work from home basis, but will also require the successful candidate to attend SCFF members meetings, industry events and visit member sites, as well as occasional management and board meetings. Candidates should be aware that during busy periods such as the run-up to members meetings or conferences or exhibitions, more time may be required. There is flexibility around the working pattern on a mutually agreed basis. Please ensure you read the full advertisement and essential and desirable criteria before applying.

### **Application**

Please send a CV and a cover letter clearly outlining the skills and relevant experience you have that would make you the ideal person for the role. Please also indicate any potential conflicts of interest you may have. Applications should be submitted before 17:00 on Sunday 18th May 2025 to:

[work@scottishcreelfishermensfederation.co.uk](mailto:work@scottishcreelfishermensfederation.co.uk)

Any enquiries about the role should be directed to this email address as well. Please note that applications that do not include a cover letter will not be considered.

SCFF intends to appoint the Administrator in summer 2025. Starting date is negotiable. Interviews of shortlisted candidates will take place at the end of May 2025.

## **Requirements:**

### *Essential:*

- A passion for sustainable fisheries
- Excellent communication and interpersonal skills
- Financial management skills
- Business development skills
- Ability to work both independently and as part of a team
- High level organisational ability
- Ability to use a variety of IT packages and platforms including Microsoft Excel, Microsoft Word, and Microsoft Outlook.
- Knowledge of database management
- Proven event organising experience
- Ability to work with trade members, National Co-ordinator and SCFF board directors

### *Preferred:*

- Experience working with trade association or federation
- Personal alignment with low impact and artisanal fisheries
- Understanding and experience of the fishing industry and marine policy
- Easy access to Scottish coastal locations

## **Salary & Benefits**

- Flexibility around working pattern
- Flexitime arrangement with the potential to work extra hours on a mutually agreed basis
- Pay: £26,338 – £29,959 per annum pro rata
- Expected hours: between 15 – 24 per week on mutually agreed basis

## **Terms of employment**

Outline details of the terms of employment are set out below:

- Length of Contract. The position is initially funded for a period of 36 months. There is potential for renewal thereafter.
- Annual Leave. 35 days holiday including public holidays pro rata.
- Hours of Work. 15 – 24 hours per week; this may include some weekends and evenings in agreement with the National Coordinator.

- Location. The successful applicant will initially be expected to work from home for which suitable IT and communications services will be supplied. It is likely that a West-coast based office will be established subsequently.
- Probation. There will be a six month probation period for the successful candidate.
- Recording. Submission of weekly time sheets will be required.
- Training. Induction training will be given where appropriate.
- Appraisals. Monthly support and monitoring meetings and six-monthly appraisals.
- Driving Licence. It is vital that the candidate has a driving licence and access to a car, as it is anticipated that the role of Coordinator will incur substantial amounts of travel to coastal communities throughout Scotland.
- Expenses. Expenses in line with the SCFF expense policy will be reimbursed on a monthly basis.