

## JOB DESCRIPTION

<b>Job title:</b>	Director – Spey Fishery Board & The Spey Foundation
<b>Responsible to:</b>	Chairman, Spey Fishery Board
<b>Responsible for:</b>	8 Full-Time and 2 Part-Time Employees. Seasonal/Voluntary staff as and when required.
<b>Salary Band:</b>	Competitive
<b>Hours:</b>	40 hours per week; occasional weekend or evening work may be required.
<b>Location:</b>	Offices at Knockando, near Aberlour, Moray. The post holder will be required to travel as necessary to carry out their duties, for which a vehicle is provided.

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### Introduction

This exciting opportunity has arisen on one of Scotland's most famous rivers. The Spey Fishery Board (SFB) is the Statutory Body responsible for the conservation, protection and enhancement of Atlantic salmon and sea trout fisheries throughout the River Spey and its 3,000Km<sup>2</sup> catchment.

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### Description of Role

The Spey Fishery Board is engaged in a bold new strategy, in support of the Scottish Government's new Wild Salmon Strategy, to help reverse the decline of our iconic Atlantic salmon. In so doing, we aim to improve the wider landscape, so that wildlife can flourish throughout the 3,000km<sup>2</sup> Spey catchment. Our strategy will involve implementing many exciting new environmental restoration projects,

The SFB are looking for an ambitious, innovative and driven individual who has the ability to take the Spey Fishery Board to the next level as its new Director. In so doing, they will have the passion to help save our iconic Atlantic salmon.

We are looking for a natural leader to join our team. They will be a skilled and constructive communicator, able to devise and implement strategy and engender confidence within their team and the plethora of organisations with which the Board engages.

Based in North-East Scotland, the SFB's Director will report to the Board's Chairman and will have responsibility for the executive implementation and representation of all the Board's wide-ranging strategies and activities.

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## **Responsibilities & Duties**

### **Leadership and Management**

1. Employed as Director for the Spey Fishery Board. In addition, Director and Company Secretary for the Spey Foundation.
2. Line management of all staff for the Spey Fishery Board, Spey Foundation, and the Project Officer for the Scottish Invasive Species Initiative.
3. Development of all fisheries management strategy and policy for the conservation, protection and enhancement of Atlantic salmon and sea trout throughout the 3,000Km<sup>2</sup> catchment of the River Spey for approval by the Board. Responsible for subsequent implementation and reporting on progress to the Board and its proprietors on a quarterly and annual basis.
4. Responsibility for all aspects relating to the Health & Safety of staff in the conduct of their work throughout the Spey catchment, including policy, equipment and its annual servicing, protective clothing, and the maintenance of Risk Assessments.

### **Communications & Education**

5. Working closely with the Digital Marketing & Communications Manager, ensure effective communication and publicity of all aspects of the Board's work on its website and social media channels, as well as local and national press (both newspaper and television).
6. Oversee the Spey Foundation's Salmon in the Classroom and wider educational work, including working with Moray Council's Developing the Young Workforce.

### **Representation and Lobbying**

7. Effective representation of the Spey Fishery Board's and Spey Foundation's policies and objectives to the Scottish Government, its agencies (SEPA, NatureScot, Scottish Water, Forestry & Land Scotland, Scottish Forestry), local authorities (Moray Council, Highland Council, and the Cairngorms National Park Authority), local businesses (Diageo, Chivas Brothers, other distilleries, GFG Alliance and Scottish & Southern Energy), community councils/organisations and the Spey Users Group.
8. Represent the Spey Fishery Board at meetings with SEPA regarding water abstraction throughout the Spey catchment, including meetings of the Spey Dam Technical Working Group (SEPA, SFB, GFG Alliance and NatureScot) and subsequent reporting.
9. Represent the Spey Fishery Board at meetings of Police Scotland's North East Partnership Against Wildlife Crime and Rural Crime & safety Partnership.
10. Representation of the Spey Board at meetings of the Spey Catchment Initiative's Steering Group and the Cairngorms Beaver Group.

11. Attending meetings of the Spey Scientific Committee and reporting annually to meetings of the Spey Fishing Trust.

### **Enforcement**

12. In addition to line management of the Board's Water Bailiffs/Fisheries Officers, proactive involvement in enforcement issues, including occasional attendance at and support for the Board's response to illegal fishing incidents, and supporting staff prepare for subsequent court appearances.
13. In collaboration with the Board's Head Water Bailiff, oversee the maintenance and effective operation of the Board's commercially coded RIB Patrol Boat, including negotiation of appropriate leased storage premises.

### **Predation Control and Other Licensing**

14. Submission of an annual Sawbill Duck Licence application. Includes organising and undertaking up to four canoe counts of the River Spey each year, followed by submission of a licence application with comprehensive supporting background information.
15. Submission of an annual Seal Licence application to the Scottish Government's Marine Directorate Licensing & Operations Team, including a detailed application form, Method Statement and supporting documentation.
16. Submission of an annual Broodstock Licence application in support of the Board's Hatchery operation, including completed application form, summary of proposed Broodstock Capture Locations and proposed stocking sites and densities for the following year, summary of Stocking Monitoring Electrofishing data and a comprehensive Habitats Regulations Appraisal and Appropriate Assessment.

### **Financial**

17. Responsible for overseeing all aspects of the Spey Fishery Board's, Spey Foundation's, Spey Catchment Initiative's, and Scottish Invasive Species Initiative's financial management, including:
  - a. Authorisation and payment processing of all invoices regarding the above and allocation to appropriate accounting.
  - b. Compilation of the annual budgets, including income and expenditure.
  - c. Close liaison with Chartered Accountants and reporting to the Board on a quarterly basis on income and expenditure for the previous quarter and annually at year end, including cashflow.
  - d. Liaison with District Assessors at Highland and Grampian Valuation Boards regarding changes to the respective Valuation Rolls and the application thereof.

### **General**

18. Quarterly reporting to the Board on all aspects of the Board's, Foundation's and Spey Catchment Initiative's work, including finance.

19. Organising and facilitating the Annual General Meeting of the Spey Foundation, including appointments and resignations of Trustee Directors, and filing of Annual Statements and accounts with Companies House and the Office of the Scottish Charity Regulator.
20. Drafting and compiling the Spey Fishery Board's Annual Report using desktop publishing software and liaising with printers.
21. Responding to Formal Complaints, including subsequent reporting to the Board and summarising in the Annual Report.
22. In collaboration with the Board's Administrator, oversee the repair and maintenance of the Board's offices and hatchery premises, including annual rent review and budget allocation.

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## **Skills and Background**

The post holder is likely to be qualified to degree level or equivalent. The right personality is more important, though, than the level of qualification and/or experience.

The following qualities are essential:

- A natural leader, capable of instilling confidence in their team and the plethora of organisations with which the Board engages.
- A skilled and constructive communicator, able to represent the Board's policies and strategies to a diverse range of stakeholders, including the Scottish Government and its agencies, local authorities, fishery proprietors, ghillies, anglers, as well as members of the public.
- The ability to formulate and implement strategy.
- A team player, able to work with other external partner organisations to achieve goals.
- Ambitious, innovative, pragmatic and adaptable.
- A driven self-starter.
- A working knowledge of Health & Safety at work and preparation of risk assessments.
- Competency in Microsoft Office packages.
- Understanding of financial accounting.
- A full driving licence.

The following qualities are desirable:

- A working knowledge of Atlantic salmon.
- Knowledge of and/or an aptitude for fisheries and land management.
- An understanding of the climate and biodiversity crises.
- A desire for continual professional development.

## **Remuneration Package**

We offer a competitive salary, 25 days per annum paid leave (plus four statutory holidays), an appropriate vehicle for business use, a laptop computer and a smartphone.