



Angling Trust Team England Fly Fishing (AT TEFF)

Executive Officer

Bank

Role Description & Person Specification



Introduction

The Executive Officer Bank is a member of the AT TEFF Executive Committee and is the principal contact for all AT TEFF matters relating to Bank. The role covers all Bank Competitions and respective qualification processes including team selections. It will also cover any fund-raising events run by either AT or AT TEFF or team members.

Main Duties

1. Lead the AT TEFF Bank discipline team on behalf of the AT TEFF Exec:
 - a. Bank International Championships Team and Team selection – Bank Team Manager.
 - b. Bank International England Hosting – Bank Host Nation Organiser.
 - c. Bank National Final – Bank National Final Coordinator.
 - d. Bank Qualification process – Bank Coordinator.
 - e. any other Competition, Fund raising event relating to Bank teams.
2. Working closely with Competitions team colleagues and any sub-committees on the submission of team entries into events relating to these Championship.
3. Working closely with Home Nations Bank Official, International Competition Organisers and AT Officials as necessary.
4. Manage any delegated budgets and AT Cost Code, working closely with Marketing, Participation & Sponsorship team colleagues to identify and secure sponsorship opportunities, fulfil any sponsorship obligations and lead fundraising efforts.
5. Recruit and appoint, in conjunction with AT and Exec colleagues, team members as and when necessary.
6. Attending AT TEFF Committee & Executive meetings as may be required.
7. Ambassador for AT TEFF.
8. Control and monitor AT TEFF Facebook groups relevant to discipline and in conjunction with the AT TEFF Secretary and Marketing, Participation & Sponsorship Executive Officer.
9. Current Member of Angling Trust.
10. Co-ordinating safeguarding and compliance matters for the relevant AT TEFF International teams and qualification processes. This will include ensuring the proper submission of International Angler Agreements, reporting any compliance, safeguarding or similar concerns to the relevant AT team.
11. Attending virtual and in-person meetings with Angling Trust Competitions colleagues (staff and volunteers) as required.

Shared Main Duties

The Executive Officer Bank will share a number of other Executive Committee duties which include the following:

1. Development and formulation of AT TEFF's Strategic Plans
2. Development of AT TEFF's Financial Plans.
3. Development and formulation of AT TEFF's Corporate Oversight & Governance.
4. Development and formulation of AT TEFF Teams Performance improvements.
5. Development and formulation of AT TEFF Team Members Performance improvements.
6. Development and formulation of AT TEFF Fundraising and Sponsorship opportunities
7. Development and formulation of increasing Participation in AT TEFF events.
8. Development and formulation of increasing Range of Competitive Fly fishing
9. Corporate oversight of all AT TEFF Activities relating to World (Senior & Masters), European, 5N, Loch, River and Bank Championships.

AT TEFF EXECUTIVE OFFICER PERSON SPECIFICATION

REQUIREMENTS	DESIRABLE
Role Knowledge/ Skills/Aptitudes	Use of social media and web systems Working knowledge & understanding of current Competitive Fly-Fishing Championships
Personal Qualities	A strong sense of ethics & fair play Good interpersonal skills Pro-active Team leader/player A great motivator focused on achievements and delivery of results. Able to work both independently and as part of a team. Organised, proactive, conscientious and reliable.
Circumstances	Driving licence & own transport. Willing to travel Able to dedicate volunteer time and personal resources to role