

Northern Ireland Fish Producers' Organisation (NIFPO) Job Description

Job Title: Business Manager

Reporting to: Chief Executive Officer (CEO)

Contract: Full-time, Permanent

Job Purpose

The Northern Ireland Fish Producers' Organisation (NIFPO) is seeking to appoint a Business Manager to support the delivery of the organisation's strategic objectives on behalf of its members.

Reporting directly to the CEO, this newly created role will work closely with the CEO and the Finance and Quota Manager to provide technical expertise, project management, business support and industry representation, across a broad range of organisational activities.

The postholder will play a key role in promoting the long-term sustainability, competitiveness and resilience of Northern Ireland's fishing industry by supporting members, influencing fisheries policy and identifying opportunities for business development and external funding.

The role will involve regular engagement with members across Northern Ireland's principal fishing ports of Portavogie, Ardglass and Kilkeel, while ensuring NIFPO operates in a sustainable, efficient and well-governed manner that delivers value for money for its membership.

Key Responsibilities

The Business Manager will:

- Analyse scientific, technical and regulatory information, assessing its implications for the fishing industry and developing appropriate advice and responses.
- Build strong working relationships with members, providing support and ensuring the organisation continues to deliver high-quality services and value to the membership.
- Support the CEO in representing NIFPO and its members at local, national and international meetings with government departments, regulators, politicians, academics and industry organisations.
- Work collaboratively with the Finance and Quota Manager to support annual quota discussions and wider fisheries management activities.
- Identify, develop and coordinate public relations and communications opportunities that promote the work and achievements of NIFPO.
- Support effective corporate governance and business development across NIFPO and its subsidiary companies, ensuring efficiency and compliance with organisational policies and good governance principles.
- Identify funding opportunities, prepare grant applications and manage externally funded projects through to successful completion.

- Monitor emerging policy, environmental and industry developments, identifying opportunities and risks for the organisation and its members.
- Prepare reports, briefing papers and presentations for the CEO, Board and external stakeholders.
- Undertake other duties appropriate to the role as reasonably required by the CEO.

Person Specification

Essential Qualifications and Experience

- Educated to degree level in a relevant discipline or equivalent experience working in the seafood industry.
- A minimum of three years' experience working in a leadership role within the fishing, seafood or wider marine sector, ideally within Northern Ireland.
- Demonstrable understanding of fisheries management, sustainability and the regulatory environment affecting the seafood industry.
- Experience of engaging with a range of fisheries stakeholders, including industry representatives, government bodies and external partners.
- Strong analytical skills with the ability to interpret complex technical information and communicate it effectively to different audiences.
- Proven excellent written and verbal communication skills.
- Strong organisational and project management skills, with the ability to manage multiple priorities.
- Proficient in Microsoft Office and standard business software.
- Full driving licence valid in Northern Ireland and access to a vehicle.
- The right to work in UK.

Core Competencies

The successful candidate will demonstrate the following competencies:

Strategic Thinking

- Anticipates emerging issues and opportunities and develops practical, forward-looking solutions.
- Understands the wider political, environmental and commercial landscape affecting the fishing industry.
- Contributes to the achievement of NIFPO's long-term strategic objectives.

Stakeholder Engagement

- Builds productive relationships with members, government departments, regulators, politicians, industry bodies and other partners.
- Communicates confidently and credibly with audiences at all levels.

- Influences decision-making through evidence-based arguments and collaborative working.

Technical and Analytical Ability

- Knowledge of UK and international fisheries policy and governance.
- Interprets complex scientific, policy and regulatory information accurately.
- Evaluates risks and opportunities and presents clear, practical recommendations.
- Applies sound judgement when making decisions that affect the organisation and its members.

Communication

- Produces high-quality reports, briefing papers and correspondence.
- Explains complex technical information in a clear and accessible manner.
- Represents NIFPO professionally in meetings, consultations and public forums.

Project and Financial Management

- Plans, delivers and evaluates projects effectively, ensuring objectives, timescales and budgets are achieved.
- Identifies external funding opportunities and manages grant-funded projects in accordance with funding requirements.
- Demonstrates good organisational and administrative skills.
- Experience of securing and managing grant-funded projects.

Member Focus

- Understands the needs and priorities of NIFPO members.
- Delivers high standards of service and seeks opportunities to improve member value.
- Maintains positive working relationships built on trust, integrity and professionalism.

Collaboration and Teamwork

- Works effectively with colleagues across NIFPO and its subsidiary businesses.
- Shares knowledge and supports others to achieve organisational goals.
- Develops positive relationships with external partners to deliver successful outcomes.

Adaptability and Resilience

- Responds positively to changing priorities and emerging challenges within the fishing industry.
- Remains calm and effective when managing competing demands.

- Demonstrates flexibility in meeting the operational needs of the organisation.

Integrity and Governance

- Acts with honesty, professionalism and discretion.
- Promotes good governance, accountability and value for money.
- Maintains confidentiality and upholds the reputation of NIFPO at all times.

Desirable

- Practical seagoing qualifications or training (e.g. Sea Survival).
- Experience of working within a membership organisation or representative body.

Working Arrangements

This is a hybrid role based at NIFPO's office in Kilkeel.

The role will normally involve:

- Approximately 60% office-based working.
- Approximately 40% remote working.
- Regular travel throughout Northern Ireland.
- Occasional travel to Great Britain and overseas to attend meetings, conferences and industry events.

Some flexibility will be required to attend evening or weekend meetings or events when necessary.

Salary and Benefits

- Competitive starting salary subject to annual review.
- Company pension scheme.
- Cycle to Work scheme.
- Generous annual leave entitlement.
- Professional development opportunities.

About NIFPO

Established in 1975, the Northern Ireland Fish Producers' Organisation (NIFPO) is the largest representative organisation for fishermen in Northern Ireland, with members based in all of Northern Ireland's fishing harbours and an expanding membership across England, Scotland and the Republic of Ireland.

Representing approximately 150 vessels, ranging from small inshore potting vessels to large pelagic boats, NIFPO provides a comprehensive range of services including quota management, fisheries representation, health and safety training, crew recruitment and business support.

The organisation also operates chandlery stores in Portavogie, Ardglass and Kilkeel and owns subsidiary businesses delivering maritime training, HR support for overseas crew employment and offshore vessel services.