



## JOB DESCRIPTION | FISH LEGAL – OUTREACH OFFICER

# OUTREACH OFFICER

**SALARY:** £35,000 - £40,000 FTE PER ANNUM (PRO RATA) DEPENDENT ON EXPERIENCE  
PLUS CONTRIBUTORY PENSION

**HOURS:** PART TIME 2.5 DAYS PER WEEK / 20 HOURS PER WEEK

**TERM:** PERMANENT

**LOCATION:** HOME-BASED WITH UK TRAVEL

**REPORTS TO:** HEAD OF POLICY & STRATEGY AND HEAD OF COMMUNICATIONS

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### **JOB SUMMARY**

Fish Legal is a not-for-profit membership association which promotes and encourages the conservation and sustainable management of UK rivers, lakes and other freshwater bodies, estuarine and coastal waters and the role of angling within this. We use the law to fight pollution and other damage and threats to the water environment. Fish Legal is a distinct organisation but works collaboratively with the Angling Trust with shared services and management.

We are seeking an Outreach Officer to join our busy team. The Outreach Officer will be responsible for building and maintaining strong relationships with Fish Legal members (riparian owners, angling clubs, fisheries etc), partners, and the wider community. The role will focus on delivering outreach activities, including organising membership events, representing Fish Legal at public engagement events and forums and other outreach programmes across the UK. They will work with the Head of Policy & Strategy and the Head of Communications to develop outreach opportunities as well as helping to share and publicise the work of Fish Legal.

The successful candidate will have prior professional experience working in outreach, be a committed team player, with strong organisational skills and a passion for community engagement. They will be an enthusiastic individual with a keen interest in the water environment and the important work of Fish Legal.

Fish Legal is committed to equity, diversity and inclusion across our organisation and our membership. We particularly encourage applications from women and people who identify as Black, Asian or from a Minority Ethnic background, who are currently under-represented within our organisation. We offer family friendly, flexible working arrangements.

Fish Legal is a dynamic organisation and the successful candidate will be expected to demonstrate flexibility and adaptability to meet its developing needs. The main areas of responsibilities include, but are not limited to, the following:

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### PRINCIPAL OBJECTIVES AND MAIN DUTIES

#### Duties

##### Events Coordination

- Plan, organise and deliver events with local, regional or national focus to drive membership, including liaising with external providers to book spaces, coordinate supplies and procure the necessary equipment to run the events
- Represent Fish Legal at forums, conferences and community meetings to promote its mission

##### Outreach Work

- Develop outreach strategies to expand Fish Legal’s visibility and network within the angling and wider environmental community
- Build and strengthen relationships with key stakeholders to identify opportunities for outreach work
- Design and organise educational workshops for members and other stakeholders in collaboration with Fish Legal team members and the Angling Trust

##### Internal reporting

- Work closely with the Head of Policy & Strategy and Head of Communications to identify new engagement and outreach opportunities
- Report periodically to management team on outreach and events workstreams.

### PERSON SPECIFICATION

The successful candidate will have at least the following essential attributes:

Attribute	Essential	Desirable
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"><li>▪ Good A-Level or equivalent qualifications</li></ul>	<ul style="list-style-type: none"><li>▪ Qualification in environmental sciences or public relations</li></ul>
EXPERIENCE	<ul style="list-style-type: none"><li>▪ Demonstrable professional experience in community outreach, public engagement or membership development</li><li>▪ Proven ability to organise and deliver public or community events in a work context</li><li>▪ Proven ability to build strong, productive internal and external relationships</li></ul>	<ul style="list-style-type: none"><li>▪ Experience working in the not-for-profit or charity sector</li><li>▪ Experience working on environmental initiatives</li></ul>



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<p>SKILLS &amp; KNOWLEDGE</p>	<ul style="list-style-type: none"> <li>▪ Strong written communication and public speaking skills</li> <li>▪ Excellent organisational and time management abilities</li> <li>▪ Ability to respond to changing priorities</li> <li>▪ Good administrative skills, including use of Microsoft Office and SharePoint</li> </ul>	<ul style="list-style-type: none"> <li>▪ An interest in angling, conservation, fisheries and healthy waters would be advantageous</li> </ul>
<p>QUALITIES</p>	<ul style="list-style-type: none"> <li>▪ Self-assured, confident and capable</li> <li>▪ Self-motivated with a proactive and solution orientated approach</li> <li>▪ Passionate about community engagement and relationship building</li> <li>▪ Committed to providing a high standard of member care</li> <li>▪ Ability to work independently and as part of a small team</li> </ul>	
<p>OTHER</p>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Holds a UK driving licence and has access to a car for travel within the UK</li> </ul>



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### OTHER INFORMATION

**Responsible to:** The postholder will report to Fish Legal’s Head of Policy & Strategy and Head of Communications who will conduct annual and interim reviews of performance.

**Location:** Homeworking

**Holidays and working hours:** 25 days leave plus Public Holidays (pro rata) increasing after 3 years by 1 further day per annum up to a maximum of 28 days per annum (pro rata). 3 days of this annual leave must be taken between Christmas and the New Year.

Minimum 20 hours each week, with flexible working hours.

Travel will be required as part of this role. Travel outside of normal working hours can be claimed as time-off in lieu.

**Closing date and interviews:** 3 March 2026. Interviews are likely to be held in week commencing 9 March 2026, though we may conclude the process sooner if we identify the right candidate.

**Miscellaneous:** The postholder will be provided with use of a laptop computer and mobile phone. Mileage may be reclaimed along with other out of pocket expenses on a monthly basis.

**Enquiries to:** Zoe Wedderburn-Day, Head of Policy & Strategy [zoe.wedderburnday@fishlegal.net](mailto:zoe.wedderburnday@fishlegal.net)

**Applications to:** Paul Gant, Head of Finance, IT & HR, [people@fishlegal.net](mailto:people@fishlegal.net)

Applications to include a detailed CV and an informal cover letter with more information on your skillset, background and experience specific to the role.