

ARMI National Project Manager Tasks

Task	Detail	Interacts with	Outputs
ARMI Database	<ul style="list-style-type: none"> • Register new monitoring sites • Import historical data • Develop and review database development strategy • Liaise with system host • Approve and register new accounts • Train ARMI Volunteers and ARMI hub/group coordinators in database use 	ARMI coordinators, ARMI volunteers, ARMI hubs, EA Ecology contacts, ARMI Assistant, system host (FBA), RP Executive, RP Board	Database fit for purpose
Media & Comms	<ul style="list-style-type: none"> • Compile RP website & social media feeds • Participate in public engagement events • Produce RP publications • Organise RP conference 	ARMI coordinators, ARMI volunteers, ARMI hubs, EA Ecology contacts, ARMI Assistant), RP host, RP Executive, RP Board, Angling/freshwater conservation & ecology events coordinators, publications contacts	RP and ARMI achieves high public profile
ARMI training	<ul style="list-style-type: none"> • Plan ARMI workshops • Deliver ARMI workshop • Train ARMI tutors • QA ARMI workshops • Update ARMI workshop presentations • Order ARMI workshop packs • Update ARMI workshop packs • 'Riverfly Monitoring' fold-out guide updates 	ARMI coordinators, ARMI volunteers, ARMI hubs, EA Ecology contacts, RP Executive, RP Board, FSC, ARMI tutors	ARMI volunteers capable of undertaking ARMI monitoring and producing high quality data
ARMI Hubs	<ul style="list-style-type: none"> • Identify new hub opportunities (geographically) • Work with hub host organisation(s) to establish effective ARMI hubs • Provide funding guidance to hubs • Support, train and QA new ARMI tutors attached to hubs 	ARMI group coordinators, RP partner organisations, EA ecology contacts, angling clubs, Freshwater ecology/conservation focussed NGOs & charities, local and regional councils	ARMI hubs working effectively with national network established
Riverfly Plus	<ul style="list-style-type: none"> • Work with and support partners to develop and deliver Riverfly Plus initiatives through the ARMI network • Share evidence of Riverfly Plus benefits with ARMI network • Provide Riverfly Plus training and support 	Statutory body contacts, ARMI groups and hubs, ARMI volunteers, Riverfly Partnership partner organisations, academic research institutions	Riverfly Plus schemes delivering high quality data nationally to supplement and augment basic ARMI data.
Line management	<ul style="list-style-type: none"> • Line manage p/t ARMI assistant post 	ARMI Assistant, RP Chairman, RP Executive	Increase efficiency and output of ARMI national project manager
Liaison with EA	<ul style="list-style-type: none"> • Work closely with EA national contacts to ensure ARMI delivers to EA priorities 	National EA contacts, ARMI hub coordinators, RP partner organisations, RP Executive	ARMI provides good value for money to EA