



Farming Health Hub CIC

JOB DESCRIPTION

JOB TITLE: Farming Health Hub Project and Engagement Manager

RESPONSIBLE TO: Chief Executive Officer (CEO)

RESPONSIBLE FOR:

Direct Reports: N/A

Indirect Reports: Commissioned Staff and Volunteers

JOB PURPOSE:

The Job will require the post holder to be responsible for the day to day delivery of the company's business and action plan, and working across the voluntary, business and public sector to benefit the agriculture industry in the three main strands of work for the company.

Working with the CEO to effectively manage and promote The Farming Health Hub by supporting and working with partners to deliver campaigns, initiatives and events, by delivering a cohesive partner led approach across all sectors.

To support and work with partners across all sectors to undertake research and development.

MAIN DUTIES AND RESPONSIBILITIES

- Responsible for the day to day management of projects, campaigns and initiatives.
- Engaging and building relationships with the agricultural industry, agricultural organisations, businesses, public sector and funding bodies.
- The development and management of Farming Health Hubs at livestock markets, agricultural outlets etc.
- Working with external partners and charities within agricultural and rural communities to deliver outreach work.
- Working with research establishments to monitor and measure the effectiveness of programmes and initiatives.
- Securing funding to deliver the ambitions of the Farming Health Hub to benefit the agricultural industry.
- Organising and attending events and industry seminars
- Promoting the work which the Farming Health Hub carries out.
- Working with partners developing and delivering a series of campaigns and initiatives to support the future of farming.
- Reporting to the Partnership Board and providing progress reports.



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- Developing and managing a series of KPI's and performance measures which can support and demonstrate the worth of the Farming Health Hub.
- Working with the CEO to develop and deliver the Farming Health Hub business plan.
- Day to day management of the office, project staff and volunteers.
- Develop and deliver a communications plan for the Farming Health Hub.
- Collection and dissemination of information to partners.
- Working with the CEO to prepare and manage Budgets.
- Lead on the development of a web and media presence for the Farming Health Hub.
- Be responsible for ensuring all project materials, of all kinds, across the partnership are compliant with funders requirements.
- Making claims and returns for funds which have been secured for the Farming Health Hub.
- Be an experienced communications practitioner, with experience of developing and delivering a wide range of communications materials.
- Be able to communicate well with diverse audiences
- Report to the CEO and keep them informed of progress.
- Have experience developing design briefs for the commissioning projects etc.
- Ability to quickly establish and where appropriate further develop effective relationships with key internal and external stakeholders.
- Attending events and agricultural shows etc outside of Cornwall when required.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Relevant Experience</p> <p>Work and non-related work experience relevant to the job and organisation</p>	<p>Technical/Operational</p> <ul style="list-style-type: none"> • Be an effective team player • Experience of researching and sourcing information • Experience in planning, coordinating and delivering media campaigns • Ability to quickly understand, interpret and clearly explain complex issues in a manner suitable for the general public, often in situations where maintaining and enhancing the reputation of the organisation is key 	<ul style="list-style-type: none"> • Ideally have a good understanding of the SME sector and the opportunities and barriers small enterprises face and experience of communicating research • Knowledge of finance, budgets and purchasing procedures



	<p>Business Acumen</p> <ul style="list-style-type: none"> • Ability to work independently on own initiative and to contribute as part of a team • Ability to engage and work with a broad spectrum of sectors. • A proactive approach with the ability to generate new ideas • Experience of producing written information on sensitive issues for public audience • Ability to develop business plans and grant funding applications • Ability to see opportunities and build a business case to secure its success. <p>Leadership & Management</p> <ul style="list-style-type: none"> • Ability to manage and motivate people and partners • Excellent communication, verbal and written, skills • Ability to deliver the vision of the company and the partnership • Excellent interpersonal skills to deal with challenging situations and relationships with key stakeholders • Ability to manage workload with competing priorities and frequent interruptions that require urgent attention • Ability to get on well with a wide variety of people 	
<p>Education/ Training</p>	<ul style="list-style-type: none"> • Degree in relevant discipline or relevant experience, • Evidence of further relevant training or continuing professional development 	

<p>Qualities, knowledge & skills</p> <p>Personal skills, qualities, behaviour, most of these will be essential as many of these cannot be trained</p>	<ul style="list-style-type: none"> • Excellent presentation and communication skills, both verbal and written • Strong organisational skills • Excellent IT skills, including word-processing, PowerPoint, and spreadsheets • Ability to use web authoring packages, or willingness to learn • Ability to prioritise, work under pressure and to meet strict deadlines • Good numeracy skills • Ability to work responsibly in dealing with confidential and sensitive information 	<ul style="list-style-type: none"> • Ability to use database packages, or willingness to learn
<p>Additional factors</p>	<ul style="list-style-type: none"> • Ability to work unsocial hours, evenings, weekends. • Attend events outside of Cornwall • Current and valid UK driving licence • Willingness and ability to be flexible 	