

JOB DESCRIPTION

Project Manager Agricolgy (G7)

Version 1.0

DOCUMENT REVISION HISTORY		
Date	Version	Description of Change
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PROJECT MANAGER (Grade 7) – INF1801

Salary range: £29200 - £32000, 5 days Full Time

RESPONSIBLE TO: Senior Programmes Manager

LOCATION: Daylesford Foundation, Kingham, Gloucestershire with regular travel to ORC's Elm Farm Headquarters in Hamstead Marshall near Newbury, Berkshire.

The main target audiences of the project are farmers (organic and conventional) and related professions interested in working towards more sustainable practises in agriculture.

PRINCIPAL DUTIES

1. Project Management

- a. Lead on financial management for the Agricolgy project budget in liaison with the Executive Board, ORC Finance team and the Daylesford Foundation. Develop and implement procedure to keep track of planned and actual spending of funds through GWCT, ORC and the Daylesford Foundation and prepare reports to the Daylesford Foundation and to other funders.
- b. Manage payments and purchase orders according to the agreed financial procedures.
- c. Day to day line management of Communications Assistant and other staff as required.
- d. Organise and documenting regular meetings including - weekly team powwow, monthly meetings of the Agricolgy Executive Board and annual meetings of the Steering Group.
- e. Manage ongoing contracts – for example with website providers, google suite, social media, PR and other service providers.
- f. Communicate regularly with Knowledge Exchange Officer and support on other project development and on-going activities
- g. Further develop working procedures in accordance with the GDPR, e.g. website T&C's, contact database, governance, guidance documents and internal protocols
- h. Carry out other project administrative duties as required.

2. Website Development

- a. Oversee website management, development, service and maintenance. Liaise with team and web developer regarding bugs and problems.
- b. Oversee Google suite including payments and accounts
- c. Work with developers, Knowledge Exchange Officer and other Agricolgy team members to continue to refine the website according to agreed priorities and budget.
- d. Work with web developers and content manager to develop uploading guidelines for users to contribute content and provide ongoing support to help users.
- e. Any other website related work as required – for example supporting partners to embed the Agricolgy search on their site and tagging existing content with new keywords.
- f. Support the Content Editor with content upload and proofreading as needed.

3. Coordinate Fundraising and Co-bidding

- a. Identify funding opportunities and develop proposals with input from Knowledge Exchange Officer and the Executive Board.
- b. Support the Executive Board to conduct a review of the potential legal structures to support Agricolgy to work towards financial self-sufficiency through funding opportunities and co-bidding on research grants.

- c. Work with Executive Board and Knowledge Exchange Officer to create a plan, budget and timeline for Agricology to become financially sustainable. (Note that funding for this role will be reduced by 50% in year three and needs to be co-funded)
- d. Work with Agricology partners to develop co-bids as communications partners on new research projects.

4. Monitoring and Impact Assessment

- a. Enhance and manage the system for monitoring of project progress and impact, including documenting monthly google analytics. Work with Agricology team to refine the indicators to be measured and reported on, including on impact, linking with ORC outcome monitoring system (in progress).
- b. Report on progress and impact to team, the Executive Board, Steering Group and other project partners on a regular basis to ensure analytics feedback into improving the efficiency and impact of the project.
- c. Develop simple and effective mechanisms to gain feedback from farmers and researchers on how Agricology can be improved

5. Social Media and Comms

- a. Develop and coordinate the Agricology image and video library in collaboration with web developer and team to improve accessibility of audio-visual material including tagging and permissions
- b. Develop communications materials in liaison with team and designers / printers as appropriate
- c. Support the Communications Assistant with editing videos and compiling the monthly newsletter as required
- d. Assist with social media as required

6. Communications and Events

- a. Support and represent Agricology at events as required
- b. Support the Knowledge Exchange Manager and Communications Assistant with events planning and administration as required (e.g. managing bookings, materials, catering and logistics)
- c. Contribute to raising awareness of Agricology, sharing impact and wider communications including farming press, newspapers, TV and radio
- d. Internal communications within partner organisations on Agricology and what we do – posters, internal newsletters to inspire content.

7. Other duties as an Organic Research Centre Employee

- a. Regular attendance at ORC to meet with Line Manager/Senior Programme Manager
- b. Attend staff and other meetings as agreed with Senior Programme Manager or Directorate.
- c. Undertake training to be able to continue meeting the requirements of the role
- d. Provide other information and support or undertake other activities as required by the Directorate of ORC

PROJECT MANAGER PERSONAL SPECIFICATION

Attribute	Essential	Desirable	How identified/ assessed*
Qualifications			
BSc (2:1 or higher)	X		AP
Project management		X	AP
Financial management		X	AP
Experience			
3 years Project or financial management	X		AP/I/P/R
Working with web developers	X		AP/I
Understanding of GDPR	X		AP/I
Knowledge of relevant UK funding sources		X	AP/I
Social media (Twitter, Facebook, Instagram)		X	AP/I
Knowledge of sustainable farming in a research or technical context		X	AP/I
Line management		X	AP/I
Event management		X	
Skills			
Good familiarity with MS Office Suite (Excel, Word)	X		AP/I/R
Website development and management	X		
Google analytics, data analysis and reporting	X		
Familiarity with SEO and website functionality		X	
Familiarity with publishing software (Publisher, InDesign)		X	AP/I/R
Team working	X		
Writing of funding applications	X		AP/I/R
Monitoring, evaluation and impact assessment		X	
Good communication skills both written and oral, in a variety of styles	X		AP/I/R
Personal qualities			
Methodical and task-oriented approach to work	X		AP/I/R
Attention to detail	X		AP/I/R
Excellent organizational skills and ability to multi-task	X		AP/I/R
Independent, proactive and positive attitude	X		AP/I/R
Enthusiastic and flexible	X		AP/I/R
Additional attributes			
Clean driving license	X		AP/I
Willingness to travel in the UK	X		AP/I
Willingness to work additional hours at peak times.	X		AP/I

*AP = Application; I = Interview; P= Presentation; R = References

Deadlines for applications is **9am on Monday 16th July 2018**. It is proposed that interviews for the position will take place on **Wednesday 1st August** at Daylesford, Kingham.

ACTIVITIES	GENERIC ROLE REQUIREMENTS (Based on HERA Grade)
1. COMMUNICATION	<p><u>Oral</u></p> <ul style="list-style-type: none"> • Frequently receive, understand and convey straightforward information in a clear and accurate manner • In addition, frequently receive understand and convey information that needs careful explanation or interpretation to help others understand eg explain procedures or regulations • On occasions understand and convey issues of a complex and/or conceptual nature, typically not understood by non-specialists eg deliver lectures on specialist subjects; present on legal requirements/regulations; explain technical aspects of systems; present specialist research findings <p><u>Written</u></p> <ul style="list-style-type: none"> • Frequently receive, understand and convey straightforward information in a clear and accurate manner • In addition, frequently receive understand and convey information that needs careful explanation or interpretation to help others understand eg write minutes of formal meetings • On occasions understand and convey complex, specialist or conceptual issues not immediately understood by those outside the area of work eg prepare lectures, write procedures or guidelines on complex systems or subjects; draft user manuals
2. TEAMWORK & MOTIVATION	<ul style="list-style-type: none"> • Be supportive of and encouraging to others in a team and help to build cooperation by setting an example and showing a flexible approach to delivering team results; contribute to building team morale as an active participant in a team eg 'covering' for a colleague • On occasions, clarify team requirements, agree clear task objectives, organise and delegate work fairly according to individual abilities • On occasions, help the team focus efforts on the task in hand and motivate individuals as necessary
3. LIAISON & NETWORKING	<ul style="list-style-type: none"> • Liaise with people outside the work team to disseminate information at the appropriate time • Build relationships and contacts to facilitate the future exchange of information • Participate in, and provide input to networks – within the institution or externally – to disseminate information and build or maintain relationships • Within the institution, initiate, build or lead a network or communication channels eg to pass on information or obtain feedback
4. SERVICE DELIVERY	<ul style="list-style-type: none"> • Respond to internal or external contacts requiring information • Respond to internal or external contacts requiring a service • Respond to requests and refer the customer to the right person if necessary • On occasions, be proactive in exploring and understanding customers' needs; adapting the service accordingly to ensure the usefulness or appropriateness and quality of service eg content, accuracy, level of information, cost
5. DECISION MAKING	<ul style="list-style-type: none"> • Take independent decisions that affect the work of people outside your immediate work team and may last for some time eg allocating space, buying equipment • Play a part in collaborative decisions made by a group or committee and/or work with others to reach a conclusion that has a moderate impact and may last for some time eg participate in recruitment interviews, buy non-routine stock or equipment, authorize expenditure from a previously agreed budget • Provide advice or information to others about issues that impact on the immediate work area only eg changing office furniture or equipment
6. PLANNING & ORGANISING RESOURCES	<ul style="list-style-type: none"> • Plan, prioritise and organise your own work or resources to achieve agreed objectives • On occasions, plan and organise the work or resources of others <u>and/or</u> plan and manage small projects, ensuring the effective use of resources
7. INITIATIVE & PROBLEM SOLVING	<ul style="list-style-type: none"> • Use judgement, initiative or creativity to resolve problems that are predictable but are not routine – the range of options will be defined by a set or organisational procedure or by the application of training or specific knowledge
8. ANALYSIS & RESEARCH	<ul style="list-style-type: none"> • Analyse routine data or information using predetermined procedures and gathering information from standard sources • Work accurately to complete the task precisely as specified eg monitor resource usage, produce statistics on spreadsheet, carry out database searches

	<ul style="list-style-type: none"> • From time to time, recognise and interpret trends or patterns in data, identify or source additional information that could potentially help the investigation as the analysis progresses
9. SENSORY & PHYSICAL DEMANDS	<ul style="list-style-type: none"> • Carry out tasks which require either learning certain methods or routines or involve moderate physical effort
10. WORK ENVIRONMENT	<ul style="list-style-type: none"> • Work in a low risk, relatively stable environment eg office, library, teaching space
11. PASTORAL CARE & WELFARE	<ul style="list-style-type: none"> • Be the first point of contact and provide support as a routine part of your role • Show sensitivity to those who may need help or, in extreme cases, are showing signs of obvious distress • Refer to relevant people if necessary
12. TEAM DEVELOPMENT	<ul style="list-style-type: none"> • Routinely advise or guide new starters working in the same role or unit on standard information or procedures, or using routine equipment/machinery • Have expertise within the team and provide ongoing guidance and advice to others • On occasions, deliver training or guide others on specific tasks or activities; give advice guidance and feedback on the basis of knowledge or experience • Contribute to the coaching, development and instruction of others and/or identify the training and development needs of a small team eg conduct regular staff appraisals and performance reviews of one or two people
13. KNOWLEDGE TRANSFER & LEARNING SUPPORT	<ul style="list-style-type: none"> • Provide routine introductions, making minor alterations as necessary eg outlining the procedure for enrolling on a course or module; demonstrating how to use simple equipment
14. KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Apply working knowledge of theory and practice gained through qualification in a relevant subject or equivalent working experience • Share this knowledge with others as appropriate • Demonstrate continuous specialist development by acquiring relevant skills and competencies eg keeping up to date with changes in legislation, attending relevant training

Practical, Sustainable Farming regardless of labels

VISION

All farmers and growers in the UK are adopting agroecological practices in management decisions and improving the farm's economic, social and environmental future.

MISSION

Farmers and growers will have unrivalled access to independent, world-class practical information on sustainable, ecologically-orientated food production. Agricology champions sustainable farming techniques and systems based on agroecological principles, including organic and integrated farming, conservation agriculture, agroforestry and permaculture. Agricology will be the 'go to' platform where farmers and related professionals, educators and students exchange success stories, share research and exchange skills that lead to a more sustainable future of farming.

DELIVERY

Making the transition to more sustainable farming is a process; Agricology supports producers on this journey.

- An independent umbrella for linking the best available resources on practical, sustainable farming information with research, case studies and best practice examples. The resources are presented in an accessible format, in language suitable for the target audience.
- A platform for sustainable farmers and practitioners to exchange knowledge for the proliferation of best practice, to provide inspiration and support.
- Farmers are the source of practical information, supported by comment from seasoned experts and innovators.

TARGETING

- Progressive conventional and organic farmers and growers, learners and new entrants, or any producers looking to sustain yield and improve environmental performance with best practice agroecological techniques.
- Educators and advisors, as a route to sharing research, knowledge and examples to a farming audience.

OUTCOMES

- Agroecological practices are adopted, inputs are reduced, and the environment, economics and communities surrounding farm businesses are healthy.
- Alliances are formed and awareness is raised around the viability of agro-ecological techniques.

GOVERNANCE:

Agricology is run by a dedicated team overseen by an Executive Board meeting monthly consisting of Tim Field (Daylesford Foundation), Susanne Padel (The Organic Research Centre) and Alastair Leake (The Game and Wildlife Conservation Trust).

Agricology is advised by a Steering Group of representatives from key organisations contributing information to the initiative, shall meet not less than every six months with additional virtual or personal interaction. They will also assist to populate and promote Agricology. The Agricology Steering Group is chaired by a farming professional, who will act as figurehead for the project.