**JOB SPECIFICATION**



|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Farmer Network Facilitator – Fixed Term to 31/07/2023 | Resources |
| **SALARY** | **BENEFITS** |
| £27,642 (Fixed Point) Pro Rata.  Part time hourly paid posts considered. | Local Government Pension Scheme  26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal. |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Head of Agricultural Projects | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| This is an exciting opportunity for Myerscough College to support Lancashire SMEs (Farmers and Growers) to identify and engage with the low/ net zero carbon agenda and the DEFRA Farm for the Future Programme.  The role will support the Head of Agricultural Projects and wider team with the development and organisation of the Skills Accelerator Pilot Project and Projects 1 and 3 (2022/2023) engaging with Lancashire farmers and stakeholders.  Working with the Head of Agricultural Projects develop a model for the development of a Lancashire Farmer Network and source sponsors and associates to support farmers and growers during the agricultural transition period and post project end date. | |
| **DUTIES** | |
| Duties and responsibilities are listed below which include the main elements of the post.   * Support the Head of Agricultural Projects with communications for the lifetime of the project. * To support the development of monitor farmers across Lancashire and organisation of carbon audits to meet project outcomes. * To support the development of a Lancashire Farmer Network * Engage with Sub-Contractors, Consultants and Stakeholders to the project advising of meetings etc. * Attend and support meetings with internal staff and stakeholders * Organise venues and refreshments at events. * Write agendas and take minutes of meetings circulating to stakeholders where required * Working with the Digital Skills Developer support the content development of case studies and promotion of the network.   The roles and responsibilities below may change as the role develops and needs of the College/ Project change and you will be expected to take on or drop responsibilities as directed by the Line Manager. | |
|  | |

|  |
| --- |
| **DUTIES** |
|  |
| You role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
|  |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |
|  |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
|  |
|  |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

|  |  |
| --- | --- |
| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Educated to Level 3 (A)  Evidence of innovation, enthusiasm, flexibility and commitment to supporting students to overcome barriers to progression and success. (A/I)  Familiarity with using Microsoft applications. (A/I)  The ability to coach and mentor to achieve the best they can be. (A/I)  GCSE English at Grade C/4 or above (or an equivalent standard) (A/I) | Experience of Projects (A/I)  Experience of working with farmers and growers (A/I)  Knowledge of current issues within Further Education(A/I)  GCSE Maths at Grade C/4 or above (or an equivalent standard) (A/I) |
| ***General Intelligence*** | |
| Ability to communicate at all levels (I)  Methodical working practices (A/I) |  |
| ***Special Aptitudes*** | |
| Energetic, innovative, flexible and fully committed to helping students to full access and engage with their learning programme, positively progress and succeed. (A/I)  Ability to converse and communicate confidently in a range of situations. (A/I) |  |
| ***Interests*** | |
| Interest in the work of students and ways in which College administration can improve the student experience (A/I)  Empathy with education (A/I) |  |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence (A/I |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Farmer Network Facilitator | Apprenticeship & Skills |
| **SALARY** | HOURS OF WORK |
| £27,642 (Fixed Point) Pro Rata.  (Part Time Hourly Paid) | To be agreed with the Head of Agricultural Projects |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday, pro rata, rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2022)  (based on actual NOT FTE)  Contribution rate %  Up to £15,000 5.5%  £15,001 to £23,600 5.8%  £23,601 to £38,300 6.5%  £38,301 to £48,500 6.8%  £48,501 to £67,900 8.5%  £67,901 to £96,200 9.9%  £96,201 to £113,400 10.5%  £113,401 to £170,100 11.4%  £170,101 or more 12.5%  17.4% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

|  |  |
| --- | --- |
| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |