

## ROLE DESCRIPTION

<b>Role title</b>	Farming Engagement Support Officer		
<b>Directorate</b>	Climate & Place		
<b>Reporting to</b>	Landscape Projects Manager		
<b>Grade</b>	13		
<b>Evaluation ref;</b>	AU1154	Job Family Ref:-	SOM13
<b>Role purpose</b>			
Provide the National Landscape Team with financial and administrative support of the Farming in Protected Landscape (FiPL) Programme via the Somerset Council's finance system including income and expenditure, producing financial and non-financial reports for the budget manager.			
<b>Key results area</b>	<b>Accountability</b>		
Financial & Administrative Support	<p>Provide the National Landscape Team with financial and administrative support of the Farming in Protected Landscape (FiPL) scheme via the Somerset Council's finance system including income and expenditure, producing financial and non-financial reports for the budget manager. Adapt information from the Somerset Council's finance system for individual project budget reports and provide updates for the manager on detailed information.</p> <p>Provide administrative and general support associated with the work of the FiPL Programme, e.g., receive, log and acknowledge grant applications; record notifications of Local Assessment Panel outcomes; issue agreements; undertake procurement admin, process payments and manage a contacts database.</p> <p>Provide an administrative support role for the FiPL Local Assessment Panel, e.g., assist with organising the meetings, distribute agendas and take notes of meetings.</p>		
Central Point of Contact	Support the Farming Engagement Officer to act as a central point of contact for all information requests relating to the FiPL Programme from partners and public received by phone, email and website. Ensure that information and key messages are accurate and liaise with appropriate bodies.		

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Promote & deliver the FiPL Scheme	<p>Develop and implement communications to promote and raise awareness of the FiPL Programme, e.g., create regular press releases, articles, e-newsletters, web site and social media updates. Monitor social media for references to the National Landscape and respond, as appropriate.</p> <p>Liaise with the National Landscape Association staff and other National Landscape staff to assist in the delivery of the FiPL Programme.</p>
Corporate Responsibilities	<p>Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.</p>

### Qualification/Knowledge/Experience/Skills

#### Qualifications – Essential

- GCSE Maths and English or equivalent

#### Qualifications – Desirable

- Financial professional qualification

#### Knowledge/Experience/Skills – Essential

- Experience in financial support or accounting; maintaining accounts, orders and producing financial reports.
- Knowledge of administering an office; organising meetings, keeping records, ordering items.
- Strong IT skills including Internet, Word, Excel, Outlook and website content management systems.
- Technical knowledge and experience of financial accounting systems.
- Able to develop and maintain relationships with partnerships with key stakeholders that support the Quantock Hills National Landscape Team Farming in Protected Landscapes programme.
- Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).

#### Knowledge/Experience/Skills – Desirable

- Experience of administering a grants programme.
- Knowledge of Somerset Council's finance system.
- Experience of producing financial input to business plans and funding bids.

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- Experience in producing and scheduling production of marketing material (e.g., website, press releases, PR planning, social media, marketing and branding, e-communications, campaign materials).
- Experience of providing advice and support to farmers, members of the public, councillors and representatives of organisations.
- Knowledge of writing and co-ordinating publicity material that meet the needs of target audiences.
- Knowledge of organising volunteers and events.
- Knowledge of monitoring and responding to social media, drafting press releases, working closely with the media.
- Knowledge of the operation of local government.
- Knowledge of farming.
- Knowledge of the Quantock Hills

### Dimensions of role

Will have a wide range of internal contacts, including other officers in the team and Somerset Council finance officers.

External contacts will include officers and elected members from a wide range of organisations, including local authorities, statutory bodies, e.g., wildlife trusts, Defra, Natural England, NFU and other National Landscape staff providing information to influence decisions.

Other contacts will include volunteers, local community groups and Parish Councils, including chairpersons and clerks to provide information and motivate their communities to become involved; media contacts to develop relationships to influence interest and awareness of National Landscape issues and projects, students, general public to provide a wide variety of information.

### Resources

The FiPL allocation for each National Landscape per year has a budget of approx. £180,000 per year between 2021 and 2025. Awards will be made via an application process to the FiPL Local Assessment Panel. Applications up to £5,000 will be awarded by the National Landscape Team. Will coordinate and oversee this spend and assist the Quantock Hills National Landscape Team in administering the grant.

### Notes

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Competencies / attributes	<p>Somerset Council has developed an attributes framework which will be a key component of the role; this can be found on the Council's website.</p> <p>Ability to provide advice and guidance in fluent spoken English.</p>
Working conditions:	<p>Requirement to work outside in countryside environment occasionally (e.g. panel site visits).</p>
Working arrangements:	<p>There is a requirement to work occasional evenings and/or weekends – around once every other month.</p> <p>There is a requirement to attend panel meetings or site meetings which will require occasional travel to remote areas.</p>