

## JOB DESCRIPTION

**Job Title:** Technical Projects Officer, part time (3 days, 22.5hrs)  
**Salary range:** £25-28,000 FTE pro-rata, based on 37 hours (£15,200-17,000)  
**Reports to:** Society Director of British Grassland Society  
**Closing date:** 6 December 2017  
**Interview date:** 19 December 2017

**Applications to be made by CV (including 2 referees) with a covering letter, to the Society Director by e-mail to [bgsoffice@britishgrassland.com](mailto:bgsoffice@britishgrassland.com)**

### KEY PURPOSE

Supporting the functions of the British Grassland Society through: managing and assisting with projects and events, member communications through various media and supporting our interactions with local grassland societies and other associates.

### PRINCIPAL RESPONSIBILITIES

- Manage the BGS Grassland Farmer of the Year Competition and its associated events, working with the regional representatives to encourage entries and help support them and the national judges through the judging process.
- Take responsibility for technical projects or part of projects, including helping farmers to set up demonstrations, working to a high standard in on-farm delivery and written outputs.
- Provide content for Grass and Forage Farmer magazine and BGS website, including event previews and reports and news items; take primary responsibility for production of the e-newsletter.
- Manage the website content, updating the news, calendar and library material; contribute to social media communications.
- Contribute to and/or manage, as appropriate, the organisation of special interest days and farm walks, including marketing, budgeting, liaising with speakers, sponsors and co-organisers and chairing/facilitating.
- Support local affiliated societies (e.g. updating the speaker list, quarterly newsletter updates); liaise with regional representatives on Council
- Contribute to the organisation and efficient running of major of BGS events such as the summer meeting, research conferences and winter meetings.
- Attend trade shows and conferences to promote the society and help prepare suitable displays and features to engage with visitors. Engage in other activity to raise the profile of the society, particularly with younger audiences.
- Assist with other tasks as required by the society director or President, including on occasion representing the society at stakeholder meetings or committees.

### 3. KNOWLEDGE/SKILLS REQUIRED (Essential / Desirable)

Attribute	E / D?
Demonstrable agricultural background and relevant work experience	E
HND or above, or equivalent in relevant experience	E
Proven project management skills	D
Computer literate – Word/Outlook/Excel/Powerpoint or equivalent.	E
Good communication skills, including written English	E
Experience of writing articles and other communications (social media, web, e-news)	D
Work independently and also as member of a team	E
Demonstrable financial awareness	D
Full UK driving licence.	E

#### **4. CHALLENGES**

- To raise the profile of BGS as a provider of high quality technical information.
- To successfully arrange and promote technical grass and forage events throughout the UK.
- To set and monitor event budgets.
- To work with sponsors and other organisations to achieve mutual benefits.
- To help grow BGS activity in a sustainable way.

#### **5. DIRECTION REQUIRED**

- Society Director of British Grassland Society.
- Trustees of the British Grassland Society.

#### **6. WORKING CONTACT**

- Farmers.
- Researchers.
- Commercial companies.
- Members/Non Members of British Grassland Society.
- Members of local affiliated societies.

#### **7. JOB HOLDER PROFILE**

- Mature, enthusiastic and confident personality.
- Well organised and presentable.
- A can-do attitude, able to demonstrate initiative.