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**Project Officer**

Agricultural Research (Ruminant Livestock)

**Information Pack and Application Form**

Dear Applicant,

**Ref: Project Officer**

Thank you for your interest in the position of Project Officer at AgriSearch.

The information pack includes the following documents which you should refer to when completing your application:

* Job description
* Person specification
* Application form.

Completed forms should be submitted by 12 noon on Monday 20th March 2017. .

Interviews will be held on Monday 3rd April 2017.

May I take this opportunity to thank you for your interest in AgriSearch. We look forward to receiving your application.

Yours faithfully,

Jason Rankin

General Manager

**The Company**

The Northern Ireland Agricultural Research and Development Council (T/A AgriSearch), is a charitable organisation whose mission is to drive innovation and sustainability in ruminant livestock farming, as a trusted, valued conduit of knowledge and innovation based on sound science, and widely applied research.

**The role: Project Officer**

**Purpose of Role:**

* To assist in the implementation of a number of collaborative research projects, including on-farm research projects.
* To support the AgriSearch’s Advisory Committees
* To disseminate research findings through electronic and print media and in collaboration with other partners.

**Reporting to the General Manager the Project Officer will have responsibility for:**

* Coordinating activities, resources, equipment and information
* Monitoring and tracking projects’ progress and handling any issues that arise
* Acting as the point of contact and communicating project status adequately to all participants
* Using project management tools to monitor working hours, budget, plans and money spend
* Reporting and escalating to management as needed
* Creating and maintaining comprehensive project documentation, plans and reports
* Assisting the General Manager in the development of new proposals, funding applications etc.
* Supporting AgriSearch’s Sectoral Advisory Committees (preparation, minutes and actions arising)
* Helping arrange dissemination / knowledge exchange activities including events, website, social media, press articles, etc.

**Person Specification:**

* Excellent written and verbal communication skills including social media
* Background in farming
* Good understanding of Northern Ireland’s agri-food sector
* Solid organizational skills including attention to detail and multitasking skills
* Strong working knowledge of Microsoft Office
* Qualification in agriculture or related subject
* GCSE (or equivalent) in Mathematics and English at grade C or above
* As travel throughout Northern Ireland is essential the successful candidate must have a full valid driving licence and access to a form of transport that will permit them to meet the requirements of the post in full.

**Desirable:** Third level education in agriculture or related subject

**Time:** 37.5 hours per week

**Based at:** Hillsborough

**APPLICATION FORM**

|  | Personal Details |
| --- | --- |
| Full name |  |
| Address inc post code |  |
| Previous address |  |
| Home tel no |  |
| Mobile tel no |  |
| Email address |  |

**CAREER HISTORY**

Please enter detail of your career history, beginning with your present or most recent position.

| Company | Job title | Achievements and duties |
| --- | --- | --- |
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**ESSENTIAL CRITERIA**

In no more than 300 words for each criterion, please demonstrate how you meet the essential criteria through recent (within the last 5 years) experience. Please provide specific examples.

| 1. Qualification in agriculture or a related subject and GCSE (or equivalent) in Maths and English (at Grade C or above) |
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| 2. Background in farming and a good understanding of Northern Ireland’s agri-food sector |
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| 3. Excellent written and communications skills including social media *(Please provide specific examples)* |
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| 4. Solid organisational skills including attention to detail and multitasking skills. *(Please provide specific examples clearly setting out the role you played, the contribution you made, and the outcome achieved)* |
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| 5. Excellent IT ability, including Microsoft Office |
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| 6. Valid driving licence and access to a form of transport that will permit them to meet the requirements of the post in full. |
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**DESIRABLE CRITERIA**

| 1. Third-level education in agriculture or a related subject |
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**Referees.**

Please provide details of 2 referees we may contact in relation to your application.

It is preferable that one referee is your present or most recent employer. Referees will not be contacted until interviews are completed and an offer of appointment is made. Referees should not be related to you.

| Name, company and position | Capacity in which known to the candidate (work colleague, friend etc) | Contact details |
| --- | --- | --- |
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I declare the above information to be complete and true to the best of my knowledge.

I have personally completed the application form.

SIGNED : .................................................................DATE : ……………………………………..

Thank you for completing this application. Please return either by email to:

jason@agrisearch.org or by post to:

Jason Rankin

General Manager

AgriSearch

Innovation Centre

Large Park

Hillsborough

County Down

BT26 6DR

**Completed application forms must be received no later than noon Monday 20th March 2017**

By signing and returning this Application Form, you consent to Agrisearch using and keeping information about you, provided by you or third parties, such as referees relating to your application for future employment.