

Role summary

Role:	Support Officer (England or Wales)
Location:	Home based with travel and flexible working expected
Hours:	Part-time (approx. 17.5 hrs a week) (flexibility required)
Contract:	One year fixed term contract (renewable)
Reporting to:	Head of Services
Date prepared:	July 2021

We are recruiting part-time Support Officers (England or Wales) reporting to the newly appointed Head of Services.

You will be working closely with FCN volunteer coordinators and Regional Managers in your region to ensure FCN is providing an excellent and sympathetic service to the farmers we support. This will involve facilitating and conducting training, managing the allocation of case work, supporting the volunteer recruitment and induction processes and playing a key role in developing awareness of FCN in your region.

Principal Tasks:

Working with a dynamic team in often fast-moving situations, you will be playing a vital role in supporting volunteers in England or Wales and helping to bolster the reputation of FCN.

Using your extensive knowledge of the farming sector, you (supported by the Regional Manager) will be the primary contact for volunteers in the region, providing supervision and acting as a point of contact between volunteers and the national office team.

You will also work with and support local volunteers to reach out to farmers and farmworkers and their families at marts, shows and other occasions as appropriate. You will have excellent communication and presentation skills and be confident in front of audiences. You will have strong organisational skills and experience of communicating and working with large groups spread across multiple sites and locations.

For a copy of the complete job description including essential criteria please email debbie@fcn.org.uk.

To apply for this role please send a CV and an expression of interest letter highlighting how you meet the criteria **by 9 August**.

Please note Support Officer and Development Officer roles will be appointed following appointment of management roles and positions.