

**Job Description**

Role: **FCN and Macmillan Programme Officer (Central / South East)**

Location: Home based with travel and flexible working expected\*

Hours: Part-time (17.5hrs a week) or full-time (35hrs a week with additional duties) considered.

Salary: £30,000 pro rata

Contract: Two-year fixed term (possible renewal, funding permitting)

Reporting to: Regional Lead

Date: March 2024

FCN is a national charity and voluntary organisation currently operating across Wales and England working to help improve the health and wellbeing of people in farming and providing pastoral support to those facing difficulties in the farm business or in the home, which are causing them stress and anxiety.

Through an exciting new partnership with Macmillan Cancer Support - and in response to increasing pressure and change in the agricultural sector - FCN is expanding its service offering, with a focus on proactive work to support farmers' health and wellbeing, their families, and to address health inequalities.

**As part of this new initiative, we are recruiting an FCN and Macmillan Programme Officer (Central / South East).** You will be part of the FCN team, helping to build relationships, attend events, deliver training, fundraising and programme development in your region. Central to your role will be helping to deliver upon the aims of the Macmillan project in your region. This includes:

1. Raising knowledge of cancer and its impact
2. Sharing the Macmillan support offer
3. Building referral pathways to and from Macmillan's services
4. Gathering ideas in the communities on what would improve support for those in farming / rural communities with cancer
5. Feeding insight back to Macmillan and NHS and other partners on what personalised care means for this community
6. Encouraging early intervention

In addition to this you will also support on a range of other activities in support of FCN and Macmillan Cancer Support, including helping to encourage people in the South East of England to volunteer with the charity, with a focus on supporting those affected by cancer.

This role is being considered as a part-time role focusing on the project with Macmillan Cancer Support, or a full-time role with additional responsibilities as a Regional Support Officer (RSO). These additional responsibilities would include:

- Raise awareness of FCN support in the region and maintain links with local agencies and partner organisations
- Support and liaise with FCN volunteers, acting as a link to the FCN national team
- Oversee case work management allocation, referral and follow up in conjunction with Volunteer Coordinators and Case Workers
- Facilitate and conduct training, fundraising and FarmWell outreach activities with FCN County Groups

You will be reporting in to the South East Regional Lead, who will support you in your work engaging with the farming community and raising awareness of the work of FCN and Macmillan Cancer Support.

Now is an exciting time to be joining FCN – we are implementing our five-year strategy, 'Fit for a New Farming Future' (2020-2025), and we are working with a wide range of stakeholders to create a resilient farming future for the next generation of farmers.

You will be working under your own initiative for much of the time, and will need to have access to a form of transport to allow you to undertake the duties of the role. Mileage expenses are re-imbursed.

**Principal Tasks:**

You will be attending a range of events on behalf of FCN, raising awareness of the support services provided by the charity as well as Macmillan Cancer Support. You will play a vital role in supporting and recruiting volunteers in support of the Macmillan project and helping to bolster the reputation of FCN. Using your extensive knowledge of the farming sector, you will be an important contact for volunteers in the region, helping to provide supervision and acting as a point of contact between volunteers and the national office team.

You will also work to connect with farmers, farmworkers, and others who live and work in the farming community 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.

**Key responsibilities for this role/s include:**

- Developing and implementing the Macmillan project, working closely with colleagues across FCN and Macmillan Cancer Support
- Helping to recruit appropriate volunteers in the South East (England) to support the work of FCN in delivering the Macmillan project and supporting those with cancer in rural areas and farming communities

- Providing ongoing support and supervision of volunteers, working alongside other regional colleagues
- Facilitate and conduct training and raise awareness of FCN and Macmillan Cancer Support
- Support and liaise with volunteers, volunteer coordinators, other members of staff
- Oversee volunteer recruitment and induction process for volunteers joining as part of the Macmillan project and develop best practice
- Developing volunteer knowledge and skills including partaking in Macmillan's Volunteer Management support offer (induction, learning & development workshops, informal coaching etc.)
- Ensure volunteer DBS and safeguarding requirements are fully assured
- Support emergency response on a regional basis e.g. weather events and disease outbreaks, working alongside other regional colleagues
- Assist in delivery of internal and external training, working alongside Head of Communications and Development and training team, and identifying and developing fundraising opportunities
- Partake in new proactive initiatives and projects that FCN is developing and implementing.

#### **Job specification FCN and Macmillan Programme Officer:**

##### Essential criteria:

- Based in the South East of England and willing to travel throughout the region.
- A passion for farming and the wellbeing of people who work within it.
- Extensive knowledge and connections with the farming industry.
- Able to provide leadership to volunteers when required.
- Excellent face-to-face and online communication skills.
- Good PR skills and able to develop relationships with the press and develop fundraising opportunities.
- Proficient at using MS Office suite programmes including Word, Excel and PowerPoint.
- Excellent project management skills and can work to deadlines.
- A team player who is motivated and able to work independently for prolonged periods.
- Ability to be home-based and work in a mobile and flexible fashion.
- Is used to working effectively in small teams and through remote technologies such as Zoom.

##### Desirable criteria:

- A background in farming or associated businesses – able to discuss farming matters knowledgeably.
- Has worked in the charity sector previously.
- To have completed Higher Education (A-Levels, HNC, HND, foundation degree, bachelor's all considered).
- Project management experience
- Event management experience

- Volunteer management experience

\* You may also be requested to support surrounding regions if required in emergency situations or to cover annual leave or absences. There will be occasions when it is necessary to attend evening or weekend events. In these cases, compensation will be considered on a case by case basis in the form of time-off in lieu.

To apply for this role please send a CV and an expression of interest letter highlighting how you meet the criteria outlined to [debbie@fcn.org.uk](mailto:debbie@fcn.org.uk).

FCN is an inclusive employer and welcomes applications from anyone supportive of our mission, ethos and work helping to create a thriving future for farming in the UK.