

JOB DESCRIPTION / PERSON SPECIFICATION & COMPETENCY FRAMEWORK

Job Title	Graduate Trainee (Agricultural Policy)
Reports To	Placement Manager as per Graduate placement/programme and HR Representative
Department	The programme will involve working in a variety of departments
Location	Stoneleigh/Various
Salary	£22,500 per annum

JOB DESCRIPTION

Main purpose and scope of job:

- To work on specific projects in different HQ departments and NFU regional offices lasting between 3 to 6 months duration

Functional and Managerial responsibilities:

- Work on Regional placements of a generalist nature covering the whole spectrum of NFU work.
- Work on self-contained projects in HQ, likely to be in either Food & Farming (covering the main commodity areas) and Policy Services (dealing with horizontal issues) or Business Services.
- Liaison with national and regional NFU staff as part of the project.
- Liaison with NFU members including office holders and board members as part of the project

General

- This job description will develop to meet the needs of the NFU and any additional duties will be commensurate with the post holder's grade.

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COMPETENCIES

		Level
Core Competencies	<ul style="list-style-type: none"> Understanding the NFU Working Together Personal Accountability Communication 	2 – Supporting 2 – Supporting 2 – Supporting 2 – Supporting
Functional Competencies	<ul style="list-style-type: none"> Member Focus Technical Expertise Analysing and Problem Solving Networking 	2 – Supporting 2 – Supporting 2 – Supporting 2 – Supporting

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Knowledge and Expertise	<ul style="list-style-type: none"> A good degree, typically a 2:1 or above, with a proven passion for the agricultural industry. Proficient user of MS Office packages, including Word and Power Point Experience of delivering tasks unassisted. 	<ul style="list-style-type: none"> Expert level user in Excel, with the ability to manipulate data. Excellent database skills. Knowledge of the food and farming industry. Experience of working in PR or other communications field. Experience of: <ul style="list-style-type: none"> Collating statistics and producing reports. Working as part of a cross-departmental team.
Communication and Relationship Skills	<ul style="list-style-type: none"> Excellent interpersonal skills. Able to handle telephone enquiries in a pleasant manner, including challenging situations. Excellent written and verbal communication skills. Good grammatical and numerical skills. Ability to handle sensitive issues with good judgement. 	

Practical and Physical Skills	<ul style="list-style-type: none"> ▪ Efficient use of IT equipment including word and excel. 	
Decision Making and Problem Solving	<ul style="list-style-type: none"> ▪ Ability to demonstrate organisational and prioritising skills. ▪ Able to work both within a team and under own initiative. ▪ Able to demonstrate the ability to produce work quickly under pressure and calmly to a consistently high standard. ▪ Ability to solve problems and forward plan. 	
Financial Responsibility	<ul style="list-style-type: none"> ▪ N/A 	
Responsibility for Information	<ul style="list-style-type: none"> ▪ Ability to plan, implement and collate information as part of a project. ▪ Must have a detailed approach to recording accurate information. ▪ Ability to deal with confidential information. 	
Responsibility for Supervision / Management	<ul style="list-style-type: none"> ▪ N/A 	
Physical and Mental Effort	<ul style="list-style-type: none"> ▪ Ability to attend events as necessary as part of the project. ▪ Ability to work long hours and/or out of hours when required. 	
Personal Circumstances /Additional Requirements	<ul style="list-style-type: none"> ▪ Must be willing to live within 40 miles of your placement or be willing to relocate and have a flexible approach to location. ▪ Be self-motivated. ▪ Be passionate about delivering good quality and successful projects about the agricultural industry. ▪ Full current driving licence (consideration will be given under the Equality Act 2010 where applicable). 	

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