

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	£24,500 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.

Job Title	Graduate Trainee
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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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