



Role Profile

"Creating a better future for our farming members."

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
Grade	£24,500 per annum

Main purpose of the job



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

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
- 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.

Person Specifications

Essential Skills/Attributes




- 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.
- 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.
- Efficient use of IT equipment including word and excel.
- 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.
- 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.
- Ability to attend events as necessary as part of the project.
- Ability to work long hours and/or out of hours when required.
- 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).

Desirable Skills/Attributes



- 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:
 - Collating statistics and producing reports.
 - Working as part of a cross-departmental team

Competencies

	Core Competencies	Understanding the NFU Working Together Personal Accountability Communication	2 – Supporting 2 – Supporting 2 – Supporting 2 – Supporting
	Functional Competencies	Member Focus Technical Expertise Analysing and Problem Solving Networking	2 – Supporting 2 – Supporting 2 – Supporting 2 – Supporting