

JOB INFORMATION

Ref. CSL/PO200

Project Officer (Farm Business Improvement Scheme)

Countryside Services Ltd wishes to appoint a Project Officer to deliver the Farm Business Improvement Scheme – Capital Tier 1 throughout Northern Ireland.

The competition will also be used to compile a reserve list from which additional full-time or part-time staff may be appointed if required.

1. BACKGROUND

Countryside Services Ltd. (CSL) is a progressive and dynamic organisation with a proven track record in the delivery of specialist capital grant schemes and livestock identification products.

CSL successfully delivered tranches 1 & 2 of Tier 1 of the Farm Business Improvement Scheme which resulted in the distribution of over £14 million in financial support to over 3,000 farm businesses in Northern Ireland.

CSL has been successfully awarded the contract for delivery of tranches 3, 4 & 5 of Tier 1 of the Farm Business Improvement Scheme – Capital.

2. ORGANISATIONAL POSITION

JOB TITLE: Project Officer

KEY PURPOSE: To process applications and carry out site inspections to deliver Tier 1 of the capital element of Farm Business Improvement Scheme (FBIS) of the NIRD 2014-20. The work involves assessing applications, checking their accuracy, verifying payments and installations on farms.

REPORTS TO: The Contract Manager, CSL.

MANAGES: While the Project Officers will be working as part of the delivery team for this Scheme a Project Officer may on occasion be required to supervise others involved in the delivery of the scheme, for example Site Verification Officers or administration staff.

3. TERMS and CONDITIONS

LOCATION: Countryside Services Ltd, 97 Moy Road, Dungannon. BT71 7DX

CONTRACT DURATION: Full time fixed term contracts to 31 October 2019 with the possibility of extension.

HOURS OF WORK: 37.5 hours per week. The FBIS is expected to involve fluctuating workloads, including working additional hours at peak periods. Such additional hours and evening work will be remunerated on a *time off in lieu* basis.

SALARY SCALE: A basic salary in the range £22,000 to £29,000. Starting position on the pay scale is dependent on experience and qualifications.

TRAVEL EXPENSES: Reasonable travel expenses are paid according to a standard CSL staff rate.

PENSION: Members of staff have the opportunity to join a pension scheme upon the successful completion of their probationary period.

SICKNESS/ABSENCE: You will be paid sick pay according to the rules and regulations of the Company's Sick Pay Scheme and the Statutory Sick Pay Scheme (SSP) subject to compliance with the Company's Sickness/Absence Notification Procedure.

The Company reserves the right to require you to be examined by a Company nominated doctor, as it considers necessary.

NOTICE PERIOD: After one month's service, you will be required to give two month's notice in writing of your intention to terminate your employment

4. PRINCIPLE RESPONSIBILITIES

(a) Farm Business Improvement Scheme

- Processing applications in line with Scheme requirements and undertaking on site verification visits
- Providing advice to potential applicants on the eligibility of items of equipment and on Scheme criteria
- Technical input to all aspects of Scheme delivery
- Recommendation of improvements and implementing changes to procedures
- Collection of reference prices for all eligible items from suppliers as required by DAERA
- Preparing reports on activities and site visit findings, using MS Office
- Compliance with the highest standards of confidentiality in handling personal, business and financial information
- Preparation of written and financial reports using MS Office
- Ability to achieve compliance with project requirements
- Flexibility in approach and a willingness to learn new skills and develop as an individual
- Customer centred approach

(b) General – all schemes/sub schemes

- Technical input to aspects of the delivery of FBIS as required
- Assisting the Contract Manager to develop systems and procedures to monitor progress and outcomes of FBIS
- Promoting the Scheme and representing CSL at shows and public events
- Good understanding of farming, family farms, farm business management and the technology used in modern agriculture
- Working alone and with others to deliver work to tight time deadlines

(c) Other duties

As part of a small team within Countryside Services Ltd the post holder will be expected to contribute, as required, to the wider work of the organisation and show flexibility in line with the needs of the scheme and the organisation.

NOTE:

The key activities listed serve as a guideline to the responsibilities of the person appointed to this position. They are not intended to be exclusive or inflexible and may be subject to change in light of future developments as required by the Contract Manager.

5. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**ESSENTIAL CRITERIA****(a) Qualifications and Experience**

Applicants must have –

- A third level qualification in agriculture or a closely related discipline
- Experience of working in the agricultural/rural community in either a paid or voluntary capacity

(b) Abilities and Skills

Applicants will be expected to provide evidence, in their application and/or at interview, of the following well developed skills and abilities:

- Excellent communication and interpersonal skills
- Proven Organisational Skills
- IT competence – with experience of using spreadsheets, MS Office, internet and e-mail
- Ability to work using own initiative
- Ability to work under pressure whilst meeting standards and deadlines

NOTE:

The post holder will be required to travel throughout Northern Ireland on a regular basis, and must be available to work occasional evenings and weekends as required.

A valid driving licence and access to a car, or some means of transport which allows the post holder to meet the demands of the post in full are essential.

DESIRABLE CRITERIA

Possession of qualifications or experience in one or more of the following areas may be an advantage:

- Qualification to at least degree level
- Agriculture or rural development scheme administration
- Knowledge of farm machinery and equipment supply

NOTE:

CSL may decide to call for assessment and interview only those applicants who appear from the information provided to be most suitable in terms of relevant experience. Applicants should therefore ensure that their application form contains all the information which they consider relevant to the specified criteria.

6. APPLICATION FORMS

To apply please visit our website www.countrysideservices.com and access the application form for this position

Closing date for applications is Close of Business Wednesday 14th October 2020.

Countryside Services Ltd is an Equal Opportunities Employer

