

JOB INFORMATION**CSL/SPA400****Senior Project Administrator (Farm Business Improvement Scheme)**

Countryside Services Ltd wishes to appoint a Senior Project Administrator to support delivery of 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 business 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: Senior Project Administrator

KEY PURPOSE: To manage the team of administration staff processing applications and claims for financial support under Tier 1 of the capital element of Farm Business Improvement Scheme (FBIS) of the Northern Ireland Rural Development Programme 2014-20. The work involves assessing applications, checking their accuracy and processing claims for financial support.

REPORTS TO: The Contract Manager, CSL.

MANAGES: Managing a team of three or more administrators assessing applications, checking their accuracy and processing claims for financial support

3. TERMS and CONDITIONS

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

CONTRACT DURATION: Full time.

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 £18,500 to £22,000 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, subject to compliance with the Company's Sickness/Absence Notification Procedure.

During periods of sickness absence, CSL 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

- Managing the Project Administrators working on the Farm Business Improvement Scheme - Capital - Tier1
- Compiling reports of progress and spend throughout the scheme delivery
- Maintenance of database containing all applications for financial support and tracking progress of applications and associated claims for financial support.
- Providing advice to potential applicants on the eligibility of items of equipment and on Scheme criteria
- Updating IT recording systems
- Recommendation of improvements and implementing changes to procedures
- Compliance with the highest standards of confidentiality in handling personal, business and financial information
- Promoting the Scheme and representing CSL at shows and public events
- Flexibility in approach and a willingness to learn new skills and develop as an individual

(b) General – all schemes/sub schemes

- To deal with customer queries
- To maintain accurate records
- To undertake other duties as may be required within the wider business
- Other duties as required, contributing to the wider work of the organisation and demonstrate flexibility in line with the needs of the organisation.

NOTE:

i) 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.

ii) 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.

5. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

ESSENTIAL CRITERIA

(a) Qualifications and Experience

Applicants must have –

- GCSE or equivalent in English and Mathematics (Grade C or above)
- At least 2 years' experience working within a busy office environment
- Experience of leading a team of staff in a busy office environment

(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:

- Possess the skills necessary to co-ordinate workload in a busy office environment
- Ability to work with others and work under your own initiative to meet high standards and tight deadlines
- Ability to demonstrate a high standard of communication and interpersonal skills
- IT competence – with experience of using spreadsheets, MS Office, internet and e-mail
- Proven organisational skills
- Good understanding of farming, family farms, farm business management and the technology used in modern agriculture

DESIRABLE CRITERIA

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

- Agriculture or rural development scheme administration

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 pack for this position. **The closing date for applications is close of business Wednesday 14th October 2020.**

7. FURTHER INFORMATION

Anyone wishing to obtain further information prior to submitting an application may contact HR Manager, Kathleen O Loughlin on 028 8778 8206 or kathleen.oloughlin@countrysideservices.com

Countryside Services Ltd is an Equal Opportunities Employer