

SPECIALIST TECHNICAL FACILITATOR (BUSINESS DISCUSSION GROUPS) AIS

Ref: STF/BDG/19/11

AI Services (NI) Ltd, as the CAFRE appointed contractor wishes to complement the CAFRE Development Advisers through the expansion of a team of Specialist Technical Facilitators located throughout Northern Ireland to deliver elements of the DAERA Knowledge Transfer Programme through their Business Discussion Groups (BDG). Ai Services (NI) Ltd are seeking both Part Time and Full Time persons for these positions.

BACKGROUND TO THE SCHEME

CAFRE will use the BDG learning model to deliver its' industry training, knowledge and technology transfer, benchmarking and business development provision to provide an holistic roadmap of services which will improve the business and technical efficiency of participating farm businesses. Up to 160 BDGs will be formed, each containing between 15 and 20 farmers/growers.

Each BDG will be facilitated by a CAFRE Development Adviser or a Specialist Technical Facilitator with the help of a Support Assistant. The range of duties that the Specialist Technical Facilitator will undertake will depend on specific programme requirements, but shall be similar to the role of the CAFRE Development Adviser in respect of managing BDG's, setting targets and providing technical guidance.

DUTIES AND RESPONSIBILITIES

This position shall require the individual to provide support to a number of Business Development Groups within the Beef/Sheep sectors. The main roles of the Specialist Technical Facilitator shall be:

Managing the Group – (Development planning, feedback on benchmarking results, agreeing targets, reviewing progress and providing feedback to farmers/growers. This shall include the provision of technical advice on/off clients premises).

Preparation and facilitation of BDG training events and the provision of technical guidance.

Maintaining the focus and momentum of the group.

Training and programme planning.

Group facilitation report – Specialist Technical Facilitators shall be required to undertake a group facilitation report.

Training Events – The Specialist Technical Facilitator shall decide upon relevant topics for discussion by the group and be assisted by the Support Assistant with the preparation of these on /off farm training events.

Technical skills training – Specialist Technical Facilitators shall attend each training event and shall deliver specific skills training that shall complement the topic the group are discussing.

Administrative duties shall include:

- Signing off Support Assistant checklists
- Group facilitation report
- Sourcing expert speakers for the group

- Reporting directly to the Contract Manager

SPECIALIST TECHNICAL FACILITATOR JOB CRITERIA

Essential Criteria

- Pass Degree in Agriculture, Agricultural Technology, Agricultural Economics and Management or Horticulture or a closely related subject
- Relevant post qualification experience of applying specialist knowledge to the agricultural/agri-food//horticultural industry
- Sector specific knowledge within the agricultural industry and relevant technical competence within the beef/sheep sector
- Excellent communication, facilitation, presentation and group organisational skills
- On farm analysis of benchmarking data
- ICT literacy – competent in the use of Excel/Microsoft Office/Powerpoint

Desirable Criteria

- Facilitation of sheep/beef producer groups
- Previous experience of CAFRE financial benchmarking and data analysis
- Previous experience of liaison with farmer/producer groups

REMUNERATION PACKAGE – Full Time OTE £27.5K per annum pro rata

- This position offers a competitive basic salary of £21,000 per annum pro rata
- Completion and approval of a benchmark commission paid per business (up to 42 benchmarks to be completed per year)
- Each group event held shall attract a commission of for each facilitation report signed off
- Each Business Plan completed shall attract a commission
- Mileage is paid at NICS rates for all business miles incurred.
- On target bonus is payable on completion of the initial contract.
- Flexible working hours and working from home are an attractive part of this package.
- Annual leave of 21 days plus 8 Statutory days per annum pro rata

NOTES

- The basic position is full time, 37.5 hours per week
- You will need to have access to a vehicle to carry out your duties.
- The ‘fees’ will only be paid following Contract Manager validation that the benchmarking data, Business Plan and facilitation report have been satisfactorily completed
- It is envisaged that Technical Specialist Facilitators will organise and schedule training events at a time arranged to be mutually agreeable with the BDG members – flexibility of time available may be an advantage
- You shall be required to attend all Training Events as scheduled
- You shall be provided with a laptop computer and mobile phone for work purposes
- You shall be provided with training by both the Contract Management and CAFRE

CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS

Completed application forms must be returned to Eamonn Matthews, Ai Services, Ballycraigy, 671 Antrim Rd, Newtownabbey, Co. Antrim. BT36 4RL or by e-mail to ematthews@ai-services.co.uk to arrive no later than 12pm on Friday 6th December 2019.

Candidates are reminded that the application form must be fully completed. Incomplete application forms will not be considered. CV's, letters or any other supplementary material will not be accepted in place or in addition to completed application forms. Only the information presented in the application form will be considered by the Selection Panel.

Where applicants hold a qualification which is not a pass degree in Agriculture, Agricultural Technology, Agricultural Economics and Management or Horticulture but is a closely related subject, CAFRE will decide on the eligibility of related disciplines.

Ai Services (NI) Ltd is an equal Opportunity Employer.

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