

SPECIALIST TECHNICAL FACILITATOR (BUSINESS DISCUSSION GROUPS) AIS

Ref: STF/BDG/18/09

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
- Knowledge of niche sectors; e.g. beef, sheep
- 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 £20,000 per annum pro rata
- Completion and approval of a benchmark commission paid at £50 per business (up to 42 benchmarks to be completed per year)
- Each group event held shall attract a commission of £75 for each facilitation report signed off
- 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 Linda Peoples, Ai Services, Ballycraigy, 671 Antrim Rd, Newtownabbey, Co. Antrim. BT36 4RL or by e-mail to lpeoples@ai-services.co.uk to arrive no later than 12pm on Friday 28th September 2018.

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.

The Northern Ireland Rural Development Programme 2014-2020 is part financed by the European Agricultural Fund for Rural Development (EAFRD) and the Department of Agriculture, Environment and Rural Affairs (DAERA).



In Confidence

For Office Use Only

AIS Ref No: STF/BDG/18/09

Date Rec'd _____



AI SERVICES
– NORTHERN IRELAND –

Ballycraigy, 671 Antrim Rd, Newtownabbey. Co. Antrim. BT36 4RL

Tel: 028 9083 3123

E-mail: lpeoples@ai-services.co.uk

Application for the post of Specialist Technical Facilitator (Business Development Groups)

**Completed applications (including postal applications)
must arrive not later than 12.00pm (UK time) on Friday 28th September, 2018**

**CV's or other supplementary material will not be considered
Late applications will not be accepted and proof of postage will not be considered
should applications not be received.**



**'The European Agricultural Fund
for Rural Development: Europe
investing in rural areas'.**

1. Personal Details

Surname _____ Title _____

Forename(s) _____
(underline the name you are known by)

Former surname(s) _____
(if any)

Address for communication _____

_____ Postcode _____

E mail address _____

Telephone No. (including Area Code) _____

Permanent address _____
(if different from above) _____
_____ Postcode _____

Telephone No. (including Area Code) _____

Do you consider that you have a disability? Yes No

Disability is defined as ‘any physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities’.

If so, do you require any arrangements to assist you if called for interview?

Yes No

If yes, please state the arrangements which will be needed for you to attend

NOTE: If you require additional space to answer any question you may continue on additional sheets, provided the maximum number of words specified is not exceeded.

2(a) Education

Please provide details of your secondary/grammar education including attendance at technical college if appropriate in the table below.

Name of School / College	Address of School / College	Dates attended
		to
		to
		to

2(b) University or other Further Education

Please provide details of how you meet the criteria of a third level qualification:

First degree (or other third level qualification)

University or college _____

Dates of attendance _____

Title of qualification _____

Class of degree, diploma _____ Date awarded / expected _____
or certificate e.g 2(i) Honours

Modules Taken _____

Post graduate qualifications

University or college _____

Dates of attendance _____

Title of qualification _____

Type of degree, diploma _____ Date awarded / expected _____
or certificate including
class and division

Modules Taken _____

Research or study _____

2(c) Professional qualifications

Title	Date

Professional Bodies:

Professional bodies of which you are a member. (please include type of membership)

3. Employment History

Detail all your employment / self-employment (and unemployment) since you finished full-time education **starting with the present / most recent.** Show the dates of employment, name of employer (or name of company if self-employed). State also job title(s) and key responsibilities.

Dates (Start with present/most recent employer)	Name & Address of Employer	Job Title	Main duties, responsibilities and management experience
Day Month Year			
From / /			
To / /			
	Phone No.		
Day Month Year			
From / /			
To / /			
	Phone No.		
Day Month Year			
From / /			
To / /			
	Phone No.		
Day Month Year			
From / /			
To / /			
	Phone No.		

- ii) Please provide evidence, with examples of your experience in organising training events and programme planning for farmers and/or groups. (max 500 words)

- iii) Please provide evidence, with examples of your experience in the provision of technical advice/guidance to farmers/growers. (max 500 words)

iv) Please provide evidence, with examples of your experience in analysis of benchmarking and feedback to farmers/growers. (max 500 words)

v) Please provide evidence of your experience of written and verbal presentation and communication skills, including using ICT packages such as Microsoft office, internet and e-mail.

5. Additional Information

Please provide any other additional information which you believe is relevant to your ability to meet the requirements of the post. Please specify any beef/sheep facilitation or advisory experience which you have.

Availability for Interview

Please detail dates on which you would NOT be available for interview.
Where possible, these dates will be avoided

If appointed, how much notice would you require before taking up appointment ? _____

6. Declaration

I declare that the I have not canvassed in any way and that the particulars given by me in this application are true and accurate to the best of my knowledge and belief. I accept that providing false information or suppressing any information wilfully will make me liable for disqualification, and if appointed to dismissal. By signing this document I agree to AccessNI checks to be carried out on my person.

Signed _____ Date _____

Please send this completed application to:

**Linda Peoples
Ai Services (NI) Ltd
671 Antrim Road
Newtownabbey
BT36 4RL**

EQUAL OPPORTUNITIES MONITORING

(Return to the Monitoring Officer Ai Services in the separate sealed envelope provided)

PLEASE NOTE THIS FORM IS REGARDED AS PART OF YOUR APPLICATION AND FAILURE TO COMPLETE AND RETURN IT WILL RESULT IN DISQUALIFICATION

POST: Specialist Technical Facilitator **Ref** AIS/STF/BDG/18/06

It is the policy of Ai Services (AIS) to ensure that all eligible persons have equal opportunity for employment and advancement in AIS on the basis of their ability, qualifications and aptitude. Ai Services (NI) Ltd selects those suitable for appointment solely on the basis of merit without regard to an individual's disability, race, religion or gender. Recruitment is monitored to ensure that the equal opportunity policy of Ai Services (NI) Ltd is effectively implemented.

Please tick as appropriate:	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
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COMMUNITY BACKGROUND

The Fair Employment and Treatment (Northern Ireland) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The information below is required in connection with the requirements of the above Order. The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998. It will be used only for monitoring the effectiveness of AIS equal opportunity policy and to comply with obligations relating to monitoring, investigations or proceeding under the requirements of the Fair Employment and Treatment (Northern Ireland) Order 1998.

Please indicate your community background by ticking the appropriate box below:

I have a Protestant community background	<input type="checkbox"/>
I have a Roman Catholic community background	<input type="checkbox"/>
I have neither a Protestant nor a Roman Catholic community background	<input type="checkbox"/>

RACE - The Race Relations (Northern Ireland) Order 1997 makes it unlawful to discriminate in employment on grounds of colour, race, nationality or ethnic or national origins. AIS monitors it's workforce in line with recommended good practice.

Please tick the appropriate box.

Are you :	White	<input type="checkbox"/>	Of Black African origin	<input type="checkbox"/>
	Of Black Caribbean origin	<input type="checkbox"/>	Of Bangladeshi origin	<input type="checkbox"/>
	Of Chinese origin	<input type="checkbox"/>	Of Indian origin	<input type="checkbox"/>
	Of Pakistani origin	<input type="checkbox"/>	Of other origin (please specify)	<input type="checkbox"/>

Are you a member of a mixed ethnic group?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you a member of the Irish Traveller Community?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

DISABILITY - The Disability Discrimination Act 1995 makes it unlawful for an employer to treat a disabled person less favourably than someone else because of their disability.

Do you consider yourself to have a disability?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you have answered 'no', please ignore the remaining questions in this section.				
If you have answered 'yes', please complete the remaining section.				
* Do any of the disabilities or conditions listed below have a substantial and long term adverse effect on your ability to carry out normal day-to-day activities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please tick the category or categories which apply to you:				
• Hearing impairment		<input type="checkbox"/>		
• Visual impairment		<input type="checkbox"/>		
• Speech impairment		<input type="checkbox"/>		
• Mobility impairment		<input type="checkbox"/>		
• Physical co-ordination difficulties		<input type="checkbox"/>		
• Reduced physical capacity		<input type="checkbox"/>		
• Severe disfigurement		<input type="checkbox"/>		
• Learning difficulties		<input type="checkbox"/>		
• Mental illness/mental health difficulty		<input type="checkbox"/>		