

SUPPORT ASSISTANT (BUSINESS DISCUSSION GROUPS) AIS Ref: SA/BDG/18/09

AI Services (NI) Ltd, as the CAFRE appointed contractor wishes to expand its team of Support Assistants located throughout Northern Ireland to deliver elements of the DAERA Knowledge Transfer Programme through their Business Discussion Groups (BDG).

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 Support Assistant will undertake will depend on specific programme requirements.

DUTIES AND RESPONSIBILITIES

This position shall require the individual to provide support of up to eight Business Development Groups across the Dairying, Beef, Sheep, Horticulture, Pig, Poultry or Arable sectors. The main roles of the Support Assistant shall be to:

Capture data/financial benchmarking – Support Assistants shall visit each farm that has been identified by CAFRE and work with the farmer to collect the relevant data required to complete a full financial benchmark. The data collected by the Support Assistant shall be recorded and submitted online by them to CAFRE for processing.

Training farmers/growers to benchmark – Support Assistants shall be required to provide one to one training (on farm) to farmers/growers to encourage them to collect and submit their own data.

Training Event Support – The Support Assistant shall assist the CAFRE Development Adviser with the preparation of on farm training events. This shall include:

- Collating physical benchmarking data and presenting this information to group members
- Carrying out Health & Safety Risk Assessments on farm, prior to training events
- Carrying out bio-security checks on host farms
- Erection of signage/display boards
- Preparation of training aids

Technical skills training – Support Assistants shall attend each training event and upon request from the CAFRE Development Adviser, shall deliver specific skills training that shall complement the topic the group have discussed.

Administrative duties shall include:

- Issuing invites to group members
- Booking venues for training events
- Recording attendance and evaluation forms

SUPPORT ASSISTANT JOB CRITERIA

Essential Criteria

- Level 3 qualification in agriculture/horticulture or closely related subject (equivalent to a National Diploma)
- Sector specific knowledge of the agricultural industry, e.g. dairying/beef/sheep/cereals
- ICT literacy - competent in the use of Excel/Microsoft Office/Powerpoint
- Excellent communication skills
- Knowledge and understanding of on farm benchmarking
- CIEH Level 3 Award (or equivalent) in Risk Assessment (prior to commencing duties).
- Knowledge of APHIS online
- Ability to work irregular hours, i.e. evenings

Desirable Criteria

- Previous experience of financial benchmarking and its benefits
- Computer literacy qualification
- Experience of providing a support service to the agricultural/horticultural industry
- Previous experience of liaison with farmers/DAERA/CAFRE technical staff
- First Aid Certificate
- Demonstration of handling confidential information/data

REMUNERATION PACKAGE – OTE £19k per annum

- This position offers a competitive basic salary of £11,000 per annum
- Completion and approval of a benchmark 'fee' paid at £140 per business (75+ benchmarks to be completed per year)
- 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

NOTES

- You will need to have access to a vehicle to carry out your duties.
- The Benchmarking 'fee' will only be paid following Contract Manager validation that the benchmarking data collation has been satisfactorily completed
- It is envisaged that Support Assistants will collect and collate data at a time arranged to be mutually agreeable with the BDG member – flexibility of time available may be an advantage
- You shall be required to attend all Training Events as scheduled by the CAFRE Development Adviser or Specialist Technical Facilitator (up to 8 per group)
- 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
- AI Services can arrange for you to attend CIEH training to achieve Level 3 Award in risk assessment principles and practice. The cost of training shall be borne by Ai Services.

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 level 3 in agriculture 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: SA/ BDG18/09 _____

Date Rec'd _____



Ai SERVICES
- NORTHERN IRELAND -

Ballycraigy, 671 Antrim Road, Newtownabbey BT36 4RL

Tel: 028 9083 3123

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

Support Assistant (Business Development Groups)

**Once complete, please submit to Ai Services at the address given above by 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.**



1. Personal Details

Surname _____ Title _____

(include any former surname) _____

Forename(s) _____

(Please underline the name by which you are known)

Address for correspondence _____

_____ Postcode _____

Permanent address _____

(if different from above)

_____ Postcode _____

Telephone & Home: _____ Mobile: _____
Contact Numbers

Email Address: _____

2. Educational Achievements. (Please outline how you meet the criteria of a level 3 qualification or related qualification. Please provide details of college attended, dates and modules taken)

3. PLEASE PROVIDE EVIDENCE OF:

(i) Any previous experience (with examples) of data collection related to agricultural/horticultural or business benchmarking.

(ii) Your experience (with examples) in preparation and delivery of on farm training events.

(iii) Your experience (with examples) in the delivery of skills training to farmers/groups/businesses.

(iv) Your experience (with examples) of carrying out Health & Safety Risk Assessments and Bio-Security checks.

(v) Your experience of written and verbal communication skills, including use of ICT packages such as Microsoft Office, internet and e-mail.

4. Additional Information

Please provide any other additional information which you believe is relevant to your ability to meet the requirements of the post.

5. Availability for Interview

Please detail dates where possible on which you would NOT be available for interview.
(Where possible these dates shall be avoided)

Declaration

I declare that the particulars given by me are true and accurate to the best of my knowledge and belief and that by signing this document I agree to AccessNI checks to be carried out on my person.

Signed _____ Date _____

Please send to:

Linda Peoples
AI Services (NI) Ltd, Ballycraigy, 671 Antrim Road
Newtownabbey BT36 4RL
lpeoples@ai-services.co.uk

IN CONFIDENCE

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: Support Assistant Ref AIS/SA/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"/>		