

Job Description & Person Specification



Job Title	Farmwise Events Manager
Division/Location	Venture Hosue, Sowton and West Point Exeter
Reporting to	Dan Meek
Weekly Hours	Variable
Grade/Salary	FTE £24,000 to £28,000 – Part Time 0.5 full time equivalent with annual flexibility of working pattern. See attached Proposed Working Pattern.

Job Description

The Role:

The Successful Candidate will manage the day-to-day operation of Farmwise, maintaining regular contact with all Farmwise Stakeholders which include Exhibitors, Sponsors, Devon County Council Farm Tenants and Volunteers. The role involves liaising with previous exhibitors to gain return business and finding replacement exhibitors as required.

The Postholder will work closely with Devon County Council and Devon County Agricultural Association who play a significant role in the facilitation of the event, providing a base for equipment & operating venue.

Main Responsibilities:

- Leading on organising, planning and scheduling of events.
- Working collaboratively with Stakeholders to plan and organise successful events.
- Constructing an informative database of contacts for Farmwise to include as much relevant detail as possible to help ensure events run smoothly.
- Producing agendas, records of meetings and monitoring actions agreed with the Steering Group.
- Building and maintaining strong communication with stakeholders around the Southwest Region to promote Farmwise Events.
- Acting as the first point of contact for stakeholders and wider public answering any queries efficiently and effectively.
- Providing information and analysis to the Steering Group on customer feedback forms from event attendee's offering suggestions on ways to improve future events.
- Monitoring the performance & quality & educational benefit of each zone at events.
- Contributing to the future direction of Farmwise and promoting ideas to the Steering Group, adapting to future educational needs.
- Assisting with the development of further opportunities to expand the Farmwise Events.
- Planning of sufficient resources at events and ensuring there are adequate exhibitors & volunteers to deliver enjoyable, quality & safe events.
- Providing briefing materials and organising meetings with organisations who express an interest in working with Farmwise.
- Vigilantly monitoring compliance with Health & Safety, DBS requirements, Livestock Regulations & Food Hygiene. Linking in with expert teams at Devon County Council, Devon County Agriculture Association and Norse Group.
- Identifying any areas where Farmwise delivery could improve, specifically ensuring that all activities and presentations have a defined educational message which is age appropriate to Key Stage 2.

Other duties

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:

- Carrying out duties appropriate to the grade of the post, including occasional travel to other offices as required.

Approval/Review Date			
Approved by Operations Director:		Date:	
Approved by HR Director:		Date:	

- Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards.
- Demonstrating personal commitment to the Norse Way CSR Strategy.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	5 GCSE's (or equivalent) Grade A-C (or equivalent) including Maths and English	Essential	AF
	In depth knowledge of Microsoft Office Packages and how these can be utilised to contribute towards running of successful events	Essential	AF/I
	Demonstrable knowledge of the benefits to young people in gaining an understanding of food and farming	Essential	AF/I
	Understanding of relevant Health & Safety Legislation and the impact of this on events	Essential	AF/I
	Understanding of Sponsors & Events requirements to ensure successful delivery	Essential	AF/I
	Knowledge of agriculture, food production or similar industry	Desirable	AF/I
	Hold Event Management Degree/ Qualification or equivalent	Desirable	AF
Experience	Extensive experience in an Event Management role or similar	Essential	AF
	Previous experience in managing a diverse range of stakeholder and participant needs with focus on educational benefit	Essential	AF/I
Skills/Abilities	Excellent relationship management ability with excellent interpersonal skills	Essential	AF/I
	Strong influencing skills to encourage a wide range of volunteers/participants to continue engagement and attraction	Essential	AF/I
	Organisation and planning skills	Essential	AF/I
	Ability to deliver to set timeframes using a limited budget, having clear priorities	Essential	AF/I
	Confident in making clear and informed decisions	Essential	AF/I
	Ability to develop creative solutions and an innovative approach to Event Management	Essential	AF/I
	Able to communicate clearly & effectively with stakeholders at all levels, both verbally & written	Essential	AF/I

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	Flexible in approach to delivering work to meet Clients needs	Essential	AF/I
	Ability to work to own initiative, as an individual or as part of a team	Essential	AF/I
	Proactively engaging to ensure delivery of key messages at all events	Essential	AF/I
Other Requirements	Full UK driving licence to meet the travel requirements of the position	Essential	AF/I
	Flexibility to visit site specific locations across the division	Essential	AF/I

General

Job descriptions are accurate at the time of compilation but are open to change and therefor will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Date Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

Norse is committed to promoting equality of opportunity and diversity.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative, so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

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