



Job Specification

Job Title:	Head of Development
Project:	Farming Connect
Line Manager:	Rural Director
Salary:	£48,468.13

Aim

- Provide strategic operational guidance to the Farming Connect programme
- Manage and motivate the team of Development Officers through the Regional Managers ensuring that results are achieved against targets and that Farming Connect is making a difference to Welsh farming.
- Develop and implement a programme of Farming Connect discussion groups across Wales
- Work with the Head of the Advisory when needed on benchmarking work
- Main contact and secretariat for the Farming Connect Programme Board
- Accept other reasonable duties as a member of the Menter a Busnes Management Committee

Main Responsibilities

- Lead, manage, motivate and develop the team of Programme Development Officers through the Regional Managers
- Ensure that the main objectives of the Farming Connect contract are implemented from the point of view of the customer's journey and individual records
- Work with the Contract Manager and other Farming Connect Managers to deliver a programme of the highest quality.
- Ensure that the team's targets are achieved and that the service provided is of the highest standard
- Ensure that Welsh Government strategies and policies are included in the provision of the programme
- Lead on establishing and delivering a network of discussion groups across Wales
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- Oversee the expenditure of those elements of Farming Connect which are under the care of the Regional Managers and Development Officers together with other specific elements
- Work as part of the Farming Connect Managers team to ensure cost-effective spending of budgets and programme delivery
- Work closely with Farming Connect Managers to disseminate themes, research findings and programme content to staff



- Represent Farming Connect, according to the Contract Manager's instructions, by going to meetings of relevant groups/committees, finding ways to cooperate with other services/organisations to improve service provision in general
- Implement all policies, procedures and processes effectively
- Accurately monitor, review and report on the results, expenditure and performance of the relevant elements of Farming Connect under the care of the post to the Contract Manager and the Welsh Government in accordance with the requirements of the contract, including creating and maintaining effective management systems in order meet the relevant requirements of an audit
- Responsible for Farming Connect's compliance with GDPR regulations
- Being the main point of contact and secretariat for the Farming Connect Programme Board
- Liaise and deal with relevant individuals within the Welsh Government and regularly attend contract review meetings
- Establish and implement new processes within the programme
- Prepare reports as required for the Welsh Government and others on the achievements of the programme
- Contribute to the strategic development of the programme

Other

- Ensure that the standards are met for customer services, quality, equality and diversity, health and safety and bio-security
- Accept other reasonable duties and responsibilities as required
- Represent Menter a Busnes as required

Skills and Experience

Essential

- Educated to degree level, or equivalent, in agriculture or a relevant subject
- Hold a management qualification and/or demonstrable experience at strategic management level
- Demonstrable experience of working in the agricultural industry in Wales
- Thorough knowledge of the agriculture and forestry sectors in Wales, with the ability to identify the latest information and research relevant to those sectors
- Being able to disseminate themes, research results and programme content in a practical and clear way that is relevant to the audience
- Broad awareness of agricultural policy development, as well as Welsh Government strategies and policies
- Able to effectively monitor the service performance of subcontractors, acting promptly and professionally, as necessary, to improve problems seen.
- Well-developed networks at a strategic level, together with experience of building strategic collaborative relationships with services/organisations in Wales



- Excellent management and financial planning skills, ensuring that budgets are spent promptly and cost-effectively
- Demonstrable experience of developing effective processes for collecting and analysing results against targets at individual, team and programme levels
- Able to develop and integrate new services in an effective and timely manner
- Able to make difficult and timely decisions in the interest of the business and/or service, including raising appropriate concerns about service provision, budgets and staff/subcontractors
- Able to motivate himself to work accepting the responsibility for setting and reviewing priorities to achieve targets, with a clear focus on quality
- Excellent oral and written communication skills
- Excellent IT skills including - Windows; Productivity software (e-mail, word processors, spreadsheets, file storage); Safe usage of computers and the internet (searching and browsing the web, using websites and online applications)
- If working from home for any period, you will be required to already have a suitable internet connection.
- Full driving license and use of a car

Desirable

- Previous experience of organizing large high-profile events
- Knowledge of the Farming Connect Programme
- Excellent bilingual (Welsh/English) oral and written communication skills

Additional Information

If you would like an informal discussion about this post, please contact Eirwen Williams on 07735 439 062 or eirwen.williams@mentera.cymru

The requirements of this role means that it has been categorised as follows:

- A driving licence and use of a car for business purposes:
 - Not required
 - Desirable
 - Essential ✓
- Welsh language ability:
 - Listening/Speaking: Level 3
 - Reading/Understanding: Level 3
 - Writing: Level 3

Mentera provides language skills training to every staff member who wishes to develop their use of Welsh.



How to apply

Applications for this post can be made by completing the enclosed application form and equal opportunities monitoring form and returning them to swyddi@mentera.cymru by 10am, Monday, 16 September 2024.

Interviews

We will hold the interviews for this position on week commencing 16 September. If this date is not convenient, please state so on your application form.

Equality and Diversity Declaration

Mentera is committed to supporting and promoting equality and diversity and to creating an inclusive working environment. We believe this can be achieved through attracting, developing, and retaining a diverse range of staff from many different backgrounds. We therefore welcome applicants from all sections of the community regardless of sex, ethnicity, disability, sexual orientation, trans identity, relationship status, religion or belief, caring responsibilities, or age. In supporting our employees to achieve a balance between their work and their personal lives, for most roles we will consider proposals for flexible working or job share arrangements.