

Contract Specification

Role:	IT Tutors (self-employed)
Project:	Farming Connect
Contract Manager:	IT for Farmers Lead
Fee:	£40 per hour

Background

Many farmers lack the necessary skills to effectively use digital tools to the extent required to run their businesses as efficiently as possible. Investing in digital literacy support which includes practical training or tutoring is key to empowering farmers to embrace this change.

The Welsh Government has an ambition to professionalise the industry and as part of this, key mechanisms are becoming increasingly digitised. The introduction of the SFS and the IT platforms to support its delivery e.g. the move from Government Gateway to OneLogin, online benchmarking, Storfa Sgiliau, e-learning present a level of urgency and increasing the IT literacy levels of farming customers will be a key factor in its uptake.

Content will be tailored to individual farmer needs and be suitable for both beginners and intermediary level. The content could be delivered on a one-to-one basis or a group setting, depending on the needs of the business.

Overall aim of role

Support farmers to transition away from using Government Gateway to OneLogin, and supporting them to access their own RPW and EID Cymru accounts. This will mean setting up e-mail accounts and ensuring the user is comfortable accessing e-mails and linking the e-mail address to their OneLogin. Dependant on the requirements of the individual it could also include providing advice on what equipment (laptop, anti-virus etc that they require).

All businesses receiving support must be registered with Farming Connect.

Main duties

- Organise visits / programme of work
- Assess the business's IT needs and provide support to suit each individual business
- Visit farming families or attend specified locations and offer practical IT support

- Continually respond to the IT needs of Farming Connect businesses and source relevant information
- Familiarise with any changes to One Login
- Keep detailed records of all activities and paperwork in order to facilitate monitoring and achievement of project targets, in compliance with the project and Welsh Government's reporting and monitoring systems
- Ensure that all paper work is submitted accurately and in a timely manner
- Promote and signpost businesses to other services within the Farming Connect programme

Skills and experience

- Good knowledge of farm computer needs and an understanding of farm paper work, with the ability to assess and clearly understand the IT needs of the business, and tuition requirements
- Ability to use computers for the purpose of farm records
- Understanding of the agricultural sector
- Experience of providing IT tuition and guidance
- Ability to transfer information in a practical, concise and clear manner
- Flexible attitude to work in both method and timetable
- Excellent verbal and written communication skills, able to communicate effectively with a diverse range of people
- Ability to transfer knowledge in a practical, face to face manner
- Co-ordination and organisation skills of the highest standard
- A self-motivator, accepting responsibility for setting and reviewing priorities for achieving targets, within specific time frames, with a clear focus on quality
- Ability to be proactive and drive things forward effectively, both independently and as part of a team
- Full driving licence and use of a car
- Availability to work during evening and weekends as required

Professional Indemnity Insurance and Public Liability Insurance of a minimum of £1,000,000 will be required by successful individuals. You will also be expected to attend unpaid training days as required (maximum 3).

Making an application

You can apply for this contract by sending a copy of your up-to-date CV (no more than 2 sides A4) and submit to rhian.jones@mentera.cymru

After carefully reading the Role Requirements and Skills and Experience, your covering letter should explain why you believe you are suitable to fulfil the contract, **giving particular attention to any relevant qualifications, experience, skills and knowledge**. You are also welcome to include any additional information you believe may be advantageous to your application.

Where applicable, your CV should outline your:

- personal details (name, address, contact number and/or email)
- education and qualifications
- membership of professional bodies
- relevant experiences
- name, address and email of two referees

If you wish to have an informal conversation regarding this contract, please contact Rhian Jones 07931 985 281

Interviews

Interviews will be held on 13 August 2025.

Closing date

The closing date for applications is: 10am, 6 August 2025.

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.