



Job Specification

Job Title:	Agri Academy Facilitator (0.6 FTE)
Project:	Farming Connect
Line Manager:	Head of Lifelong Learning, Future Generations and Succession
Salary:	£32,775 pro rata
Contract:	Part-time (0.6 FTE)

Farming Connect

Farming Connect, which is funded by the Welsh Government, is an integrated and high-profile program that offers support, advice and training to the agricultural sector throughout Wales. Its main focus is to assist farmers to prepare towards the Sustainable Farming Scheme encouraging the sector to adapt and remain competitive whilst moving towards a low carbon economy.

Aim

The Agri Academy Facilitator is a logistics and coordination specialist responsible for the seamless and effective delivery of the Agri Academy programmes. Working closely with the Team Coach, the Facilitator ensures the high-quality execution of all residential sessions, overseas travel, and structural elements, creating an optimal environment for the Team Coach to focus on participant personal development and coaching. The goal is to retain and refine the programme's intensive, immersive, and transformative approach that accelerates peer networking and deepens professional bonds.

The Agri Academy is Farming Connect's flagship personal development programme, inspiring the next generation of rural leaders, innovators and entrepreneurs in Wales. It provides an action packed programme of training, mentoring, support and guidance over 3 intense residential sessions and has 2 distinct elements:

1. Senior Agri Academy: Leading Change. Driving Resilience



Intensive, character-building residential sessions for farming innovators and entrepreneurs aimed at achieving high-level strategy and personal resilience in the face of change.

2. Junior Agri Academy: Carve Out Your Career

Dedicated to the youth cohort (16–21 years old) for building a long-term professional career within the agri-food and landbased sector.

Main Responsibilities

Programme Organisation and Logistics

- Plan and manage all logistical aspects of the Agri Academy cohorts (Senior and Junior), including intensive residential sessions, overseas travel, accommodation, and venue sourcing.
- Coordinate the study visits, optimising the itinerary to maximise participants personal development and peer to peer learning and ensure destinations have innovations relatable to the Welsh context.
- Manage all participant travel arrangements to ensure seamless and immersive shared experiences that forge strong personal bonds and trust.
- Ensure that residential programmes effectively provide a "time out" space for participants to engage in dedicated reflection and strategic thinking away from daily farm pressures.
- Ensure that Welsh Government's strategies and policies are incorporated into the delivery of the programmes.
- Continually develop a thorough knowledge and understanding of the agricultural sector in Wales, identifying the latest information relevant to programme participants.

Stakeholder and Partner Coordination

- Act as the primary liaison for all administrative, logistical, and compliance issues
- Procure and coordinate the delivery of specialised training components, including media and communications training, necessary to equip participants to become effective industry advocates and ambassadors.
- Manage partnerships with external subcontractors including guest speakers, hosts and workshop deliverers ensuring compliance with all relevant policies.



- Collaborate closely with the marketing team to promote the programme's benefits and ensure the application window sustains a high standard of applications for both cohorts.
- Proactively identify opportunities for self and/or programme Alumni to participate in external stakeholder events.
- Promote the Agri Academy and its Alumni on national (and international where applicable) platforms and seek opportunities to raise its profile.

Operational and Administrative Management

- Oversee and manage the programme budget related to travel, residential sessions, and logistical needs, ensuring the programmes are running to budget and report variances promptly
- Ensure compliance with all relevant policies and protocols including procurement, quality assurance, health and safety, travel regulations, biosecurity, equality and diversity.
- Maintain accurate records and documentation relating to all programme logistics and participant attendance.
- Provide administrative support to the Team Coach as required
- Monitor and report progress, including preparing information for dashboards, Welsh Government requests and industry updates.

Other

- Ensuring that the standards are met for customer services, quality, equality and diversity, health and safety and biosecurity
- Accept other duties and responsibilities and represent Mentera as required

Skills and Experience

Essential

- Educated to degree level, or equivalent, in agriculture or related subject
- Proven experience in complex logistical planning, event management, or programme coordination, particularly involving residential and travel elements.
- Exceptional organisational and time management skills with a meticulous attention to detail.
- Strong communication and interpersonal skills necessary for effective partnership management and coordination with venues, trainers, and travel providers.



- Able to make difficult and timely decisions for the benefit of the programme, including raising appropriate concerns regarding service delivery, budgets and sub-contractors.
- Demonstrable ability to manage multiple priorities and thrive in a fast-paced environment.
- Proactive problem solver and team player.
- Excellent IT skills including - Windows; Productivity software (email, word processing, spreadsheets, data filing); Safe use of computers and the internet (searching and browsing the web, using websites and online applications)
- If working from home for any length of time, it will be required that you already have a suitable internet connection
- Understanding of the need to create a secure, challenging environment that pushes participants out of their comfort zone.
- Understanding of the challenges facing the agricultural or rural affairs sector in Wales
- A self-motivator, accepting responsibility for setting and reviewing priorities for achieving targets, with a clear focus on quality
- Full driving licence and use of a car

More information

If you would like an informal discussion about this post, please contact Einir Davies on 07985 155 514 or einir.davies@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 on Monday, 23/03/2026**

Interviews

We will hold the interviews for this position in the Aberystwyth office on Friday, 27/03/2026. 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.