



## Job Description

Job Title	Agri-Environment Advisor 0.6FTE (21 hours per week) Fixed Term - 24 months (with possible extension dependant on funding available)
Location Of Job	The Offices, Avochie Stables, Avochie, Huntly, Aberdeenshire, Scotland, AB54 7YY (Hybrid Working Available)
Post holder reports to:	Director
Reporting To Post holder:	Volunteers
Salary:	£28,500 (pro-rata), 6% employer pension contribution

### Overall Purpose Of The Job:

The Agri-Environment Advisor leads on our work with farming and agricultural community stakeholders and liaison with our project partners. This includes provision of advice to landowners and farmers in relation to grants and measures, liaison with landowners and farmers for the delivery of projects on their property, support for the development of environmental improvement projects and collaboration with partners in the delivery of farm clusters.

### Main Duties:

	Main Responsibilities	% time spent
1.	Engage with and advise landowners and farmers in the river Deveron Catchment on land management to benefit water quality and wildlife and facilitate the formation of farm clusters. This will be accomplished through collaboration with our partners (NFUS, GWCT, AST & Chivas Brothers), landowners, farm advisors and contractors.	40%

	<p>Carry out targeted landowner advisory site visits, advising landowners and farmers on habitat restoration opportunities and management of farmland for the purposes of reducing water pollution and water flows.</p> <ul style="list-style-type: none"> <li>– Identify landowners and farmers to target for the various initiatives</li> <li>– Provide advice and support for applications for and implementation of current agricultural funding schemes</li> <li>– Organise specialist advice and surveys for habitat restoration and creation schemes</li> <li>– Help farmers to develop mapping and cluster plans to track local water quality, species conservation and environmental objectives</li> </ul>	
2.	Coordination and support of Agri-Environment partnership steering committee.	15%
3.	Work closely with farmers, peers and partners to support the delivery of training and knowledge sharing events within the Deveron catchment.	15%
4.	Work closely with peers and partners to support the delivery of water quality monitoring projects within the Deveron catchment.	15%
4.	Maintain project management records including financial tracking.	5%
5.	Support our existing team in the maintenance of digital assets and broadcasting messages through social media channels and the website.	10%

**Knowledge and Experience:**

Essential: Educated, to HND, Degree level or higher, in an appropriate technical or scientific subject, such as agriculture, horticulture, biology, physical geography or similar. At least two years relevant work experience.

Also:

- Understanding of Scottish agricultural policy and subsidies.
- Knowledge and experience of the farming sector in Aberdeenshire and Morayshire.
- Knowledge of farm clusters and their formation.
- Knowledge of regenerative and environmentally friendly farming practices.
- Excellent IT skills including working with MS Word, Excel, GIS and PowerPoint.
- Excellent organisational and communication skills (presentation and report writing) appropriate to a wide range of audiences.
- Ability to plan, budget, and deliver work under own initiative, to deadlines and coordinating with others.
- Methodical with attention to detail.
- Proven ability to work as part of a small busy team.
- Full driving licence and own vehicle.

**Planning and Organising:**

The post requires planning of own workload (multiple activities planned on monthly/quarterly/yearly basis) to own deadlines and to integrate with those of others. The timescales will depend on the nature of tasks and phasing during the year, but this may be complex and require flexibility and revision.

The post will require co-ordination of/with external project partners and other colleagues, planning meetings, workload and regular reporting to Director.

**Communicating and Influencing:**

The post holder will communicate with and where appropriate influence key external organisations including Scottish Government Agencies, local authorities, consultants, contractors, landowners, farmers and NGOs in the Deveron catchment. The post holder will quickly need to gain all the relevant background information on the area and stakeholders to inform their decision making.

Communication and gaining local respect will require detailed assessment of the level of understanding of the audience as well as presenting the necessary information to the local community and experienced managers/technical staff in a way that is attractive to that audience. The post holder will work closely with the Director and project partners to achieve this.

**Problem Solving:**

Evaluation and solutions will require a large degree of independent thinking, innovation and application of concepts from elsewhere. Both large and small projects are likely to be complex in nature, with support available on request where the post holder identifies.

Generating funding to deliver priority projects will involve co-ordinating grant applications, and third sector groups to build partnerships.

Project proposals will need bespoke solutions to be provided based on the latest 'best practice' available.

**Decision Making:**

Planning, budgeting, timing and delivery of core tasks will be undertaken at the discretion of the post holder, often in liaison with colleagues. Updating other colleagues at weekly meetings. The post requires remote working and a degree of independence in decisions on planning, budgeting timing and delivery of workload, as well as what should be referred.

Major items of work and project design to be undertaken in conjunction with (supported by) senior staff as required.

**Other Responsibilities:**

- Administer own work, files and records, attend and contribute to team meetings. Undertake funding and monitoring reports in line with funder requirements.
- Health & Safety: Observe our policies at all times including the Health & Safety Policy, undertake Risk Assessments for sites and activities, COSHH assessments and adherence to Safeguarding Children and Vulnerable Adults Policy and Volunteering Policy.
- Undertake any other duties, as appropriate to the post, as delegated by Director.

The post holder must be available to work flexibly, including evening and weekend working, for which time off in lieu will be given.

The post will involve travel — the post holder will need to have access to a vehicle to be able to travel to a range of sites with little or no public transport for which mileage will be reimbursed.

This role is subject to a six-month probationary period, during which both performance and suitability for the position will be assessed.

***This post is supported by The Swire Charitable Trusts and Fishmongers' Company's Fisheries Charitable Trust.***