



THE PRINCE'S
COUNTRYSIDE
FUND

Project Officer

Job Description and Person Specification

Role:	Project Officer
Department:	The Prince's Countryside Fund
Contract:	Permanent
Hours:	Full-time (37.5 hours per week)
Location:	Victoria, London
Reports to:	Senior Programme Manager

About The Prince's Countryside Fund

Established by HRH The Prince of Wales in 2010, The Prince's Countryside Fund is creating a real future for rural Britain. Our vision is of thriving family farms and rural communities, encouraged and recognised for the way they look after the countryside and their role in creating a sustainable future for our whole nation.

In practice, our work falls under three pillars – enabling family farms to thrive, building confident rural communities, and inspiring support. We provide support, funding, and advice to all people living and working in the countryside, and our ambitious fundraising strategy underpins these aims.

Our work supporting farming families is at the core of what we do as a charity and this role will play a pivotal part in our current expansion of this work - this is an exciting time to join our charity.

Purpose of the role

To support the Senior Programme Manager in the delivery of activity under the Fund's strategic pillar "Enabling family farms to thrive". This encompasses a wide range of work helping farm businesses through the agricultural transition, including corporate partnership activation; natural capital/environmental activity; supporting new entrants, retirement and succession; working with the Farming Help Partnership; and building the Fund's engagement with the Farm Support Groups network.

Key elements of this role will include project administration and delivery, stakeholder engagement, communication and events organisation, general administration and research.

Main responsibilities/accountabilities

Farming

- Lead on the development, delivery, management and evaluation of all projects under the “Enabling family farms to thrive” strategic pillar, excluding the direct delivery of the Fund’s Farm Resilience Programme and Farm for the Future Programme.
- Working with the wider farming team, support the development of the Fund’s activities through researching issues, preparing briefings and liaising with stakeholder organisations.
- Use Salesforce to maintain the database of participating farms according to the Fund’s policies and procedures.
- Support the preparation of progress reports, minutes and updates for the Advisory Group, Board of Trustees, sponsors, the Farming Help Partnership and other stakeholders.
- Responsible for collecting data to inform the impact measurement and evaluation of the charity’s work.

Communications

- Provide support to the Communications team through sourcing and collecting case studies and drafting content for communications materials including the website and newsletters.

Events

- Provide full administrative support for the events that relate to this area of work.

Research and Advocacy

- Build the Fund’s knowledge and understanding of the issues affecting family farms in the UK.
- Develop a database of key stakeholders and resources around issues affecting the future of family farms.

Other

- Deal with all enquiries in a timely manner.
- Any other duties as requested by the Senior Management Team or Senior Programme Manager.

Additional Accountabilities

- Ensure that health and safety requirements are met in the areas for which the jobholder is responsible.

- The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.

Special working conditions

- Travelling across the UK
- Attending evening and early morning events
- Some overnight stays
- Manual handling training is required for this role

Person Specification

Knowledge	<ul style="list-style-type: none"> • Empathy with rural issues and an understanding of public policy, and the challenges facing farming and rural areas.
Experience	<ul style="list-style-type: none"> • Experience of administrative support. • Project or programme management (desirable). • Previous event experience.
Skills	<ul style="list-style-type: none"> • Good people skills with an ability to develop successful working relationships with a range of people from farmers or community groups to The Royal Household and senior business executives. • Excellent organisation skills, able to think ahead, prioritise and manage a varied workload. • Ability to be flexible, keep calm and work effectively under pressure. • Experience of undertaking desk research and compiling briefing papers. • A good understanding of social media platforms and content requirements. • Excellent IT skills; Word, Excel, PowerPoint, mail merging. • Excellent communication skills; oral and written. • Experience of developing and maintaining efficient office systems.

Behaviours	<ul style="list-style-type: none"> • Enthusiastic, proactive and self-motivated. <p>Act in accordance with PCF values: Practical, Collaborative and Empowering. Also:</p> <ul style="list-style-type: none"> • Enthusiasm and affinity for the work of the Fund and rural matters. • A hard worker and doer who delivers results. • Recognises the implications of working within a charity. • Demonstrates flexibility and open-mindedness. • Provides feedback and support.
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31st August 2021