



## **Agricultural Policy Adviser**

### **JOB DESCRIPTION**

#### **Background**

The TFA was formed in 1981 by a group of tenant farmers who felt their interests were not being forcefully represented by existing bodies. Since then it has grown to be the strongest voice representing the agricultural tenanted sector and exerts a major influence on its behalf at all levels of government.

The TFA seeks to support and enhance the landlord-tenant system. It represents and advises members on all aspects of agricultural tenancy and ancillary matters. It also aims to improve the professional and technical knowledge of its members, to increase the flow of new tenancies onto the market and to help the farming industry best apply existing agricultural tenancy legislation.

#### **Outline of Job**

The TFA is looking for an enthusiastic and highly organised individual to take up a new post which has been created at the TFA's Head Office near Reading in Berkshire to improve the TFA's advisory services to its members. Working under the direction of the TFA's Senior Adviser, the successful candidate will be expected to advise members on a wide range of agricultural, agri-environment and rural development policy issues, have an input into the TFA's policy development work and have specific responsibility for overseeing policy developments in the Welsh Assembly Government and to communicate those to Welsh TFA members. (All such communication will be in English as opposed to the Welsh language). The role will also involve travel throughout Great Britain

Knowledge of domestic and European agricultural, agri-environment and rural development policy and an understanding on how those policies impact tenant farmers will be essential requirements. An affinity with the agricultural industry and a demonstrable ability to work flexibly in a small team, often independently, will also be requirements for the post. The successful candidate will have a understanding of the landlord/tenant system in agriculture which will be the context within which the role will be carried out. There will be an opportunity to attend appropriate training courses to enhance this knowledge.

The specific tasks are as follows:

- To provide advice, information and support on agricultural, agri-environment and rural development policy issues to TFA members who will make contact with TFA head office through a variety of means but mostly by telephone, post and email.
- To update and produce new advisory publications, related to agricultural, agri-environment and rural development policy issues, for TFA members including Guidance Notes, Briefing Notes and contributing to the regular TFA News Sheet.
- To monitor developments on agricultural, agri-environment and rural development policy

issues in the Welsh Assembly Government and to ensure that members are advised both proactively and reactively about the implications of those developments

- To keep the Association's staff and officers informed of major issues and problems being reported by members.
- To provide an input to the Association's policy and advocacy work.
- To speak at meetings arranged by the Association and at meetings arranged by other bodies.
- To represent the TFA in meetings and discussions with outside bodies including Government Departments and Agencies as directed.

### **Employment Details**

- The Agricultural Policy Adviser will work under the direction of the Senior Adviser and will be based at the Association's Head Office. Office hours are 9:00am to 5:00pm, Monday to Friday.
- As part of a small team the Agricultural Policy Adviser will be expected to work flexibly and from time to time carry out duties not directly part of their own job description.
- The Agricultural Policy Adviser will be expected to attend events and meetings outside normal office hours sometimes overnight.
- Holiday entitlement is 25 days per year (taken at times agreeable to the Association) together with all English Public and Bank Holidays.
- The starting salary is £25,000 and will be reviewed annually in April. The Association does not offer a staff pension scheme.
- Over the first year there will be quarterly performance evaluations after which, subject to satisfactory performance, the appointment will be confirmed. Following confirmation, notice of termination of employment will be three months on either side.

### **Required Skills**

- Experience in and knowledge of domestic and EU agricultural, agri-environment and rural development policy.
- A good understanding of the domestic landlord/tenant system in agriculture.
- Excellent communication, organisational and self-motivational skills.
- Knowledge of and an affinity with the agricultural industry.
- The ability to work flexibly in a small team and often independently.
- Full driving licence and own car for which business mileage allowance given (currently £0.40 per mile).
- A good, general computing knowledge including e-mail/internet and experience of Word, Excel and PowerPoint.

## **Recruitment Process**

**Closing date for applications:** 29 May 2009  
**First interviews:** Mid June 2009  
**Second Interviews (if necessary):** Late June 2009  
**Start Date:** As soon as possible after appointment.

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