

## JOB DESCRIPTION

### Coordinator, east of England Inquiry

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#### Job Details

Job Title	:	Coordinator, east of England inquiry
Reports to	:	Programme Lead: Place-based Inquiries
Term	:	1 Year Freelance Contract
Hours	:	8 days a month
Location	:	Home based, ideally in or near to Cambridgeshire
Contract Value	:	In the region of £18,000, to be agreed.

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#### Job Purpose

FFCC works across the four nations of the UK, with a network of inquiries at a national and local scale. Our place-based inquiries comprise, so far, three county inquiries in England – in Cumbria, Devon and the east of England – and one each in Wales, Northern Ireland and Scotland.

In east of England, our early work was led by University of Lincoln, working with farmers and others, to improve soil health. Now, with a new set of prospective work programmes proposed, including a local land use framework pilot, and a farmer-led transition to agroecology, we are appointing a co-ordinator with excellent organisation and facilitation skills, keen to help us deliver FFCC's mission and purpose.

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#### Key Tasks and Responsibilities

- Provide strategic coordination for FFCC work in the east of England, with responsibility for devising delivery plans and managing implementation.
  - Strengthen and build relationships with key stakeholders to support delivery of the inquiry's strategic outcomes.
  - Coordinate meetings; finding suitable dates, preparing agendas and papers, and tracking actions.
  - Act as central point of contact for organisations, stakeholders, and members of the public in the east of England who are interested in hearing about the group's work.
  - Coordinate local community engagement activities (setting up workshops and events)
  - Identify additional sources of funding and assist with preparing funding bids, alongside the Programme Lead.
  - Work with central FFCC Communications Team to amplify work of the inquiry (e.g. through writing blogs and news articles for FFCC website).
  - Author briefing papers and reports, in conjunction with inquiry Chair and Programme Lead.
  - Monitor spend and prepare budget reports for projects within the inquiry.
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#### Person Specification: Knowledge and Skills Required

##### Essential

- Holds a degree in a relevant subject.

- Knowledge of one or more of our key themes: the environment, food, farming, land use, agro-economics, place-making and related fields.
- Strong facilitation and action research skills.
- Demonstrable project coordination, organisational and administrative skills, with the ability to prioritise, multitask and coordinate workshops and events.
- Ability to communicate confidently and to present written material in a clear, concise and engaging manner to a range of different audiences at all levels.
- Ability to think laterally and creatively, with good problem-solving and negotiation skills.
- Comfortable working alone, and virtually, demonstrating initiative, self-direction and motivation, and as part of a virtual networked team.
- Strong interest in the aims and ethos of FFCC.

### **Desirable**

- Five years relevant work experience.
- Knowledge of some of the following: agroecology, public procurement, public health, local food economies, community development
- Experience of producing and writing website content, blogs and newsletters.
- Experience of organising networking and other events.
- Driving licence.

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The job holder will be expected to undertake any other reasonable duties as requested by their line manager and commensurate with the job grade. This job description forms part of your contract with FFCC.