

## JOB DESCRIPTION

### Programme Lead: Place-based Inquiries

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#### Job Details

Job Title	:	Programme Lead: Place-based Inquiries
Reports to	:	Deputy Director
Direct reports	:	Country and County Inquiry Coordinators (x6)
Term	:	Full Time
Location	:	Home based
Salary	:	Up to £45,000 (depending on experience)

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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. This role will take a lead on providing strategic support to these six teams, conducting excellent research to support our locally led work, writing clear and compelling reports and policy briefings, and facilitating action to implement the strategies and plans. You will need outstanding project and people skills, able to work with many diverse and authoritative stakeholders and partners, to provide strategic coordination of the inquiries and managing the delivery of the associated projects.

The postholder will be familiar with Action Research methodologies and will be expert in one or more of our core subject areas of food, farming, countryside and rural economy, in the four nations, and their relationship to the crises in climate, nature and public health.

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#### Key Tasks and Responsibilities

##### Project Management and Facilitation

- Support FFCC's programme of Country and County Inquiries and associated projects, facilitating strategic planning, assuring project delivery and output quality within planned project budgets and deadlines, and undertaking internal and external reporting.
- Identify additional sources of funding that could support the work of the Inquiries and prepare bids (alongside the inquiry teams).
- Provide line management, process and learning support for the Coordinators of the Country and County Inquiries.
- Facilitate communication between FFCC's national and inquiry work; identifying connections within our overall work programme and opportunities to work effectively across all four nations.
- Develop a strong understanding of policy frameworks and opportunities at local, regional, and national levels that could support the Commission's recommendations and work programmes.

##### Research

- Develop FFCC's place-making research theme and play a key role in FFCC's policy development.
- Undertake primary and secondary research, including qualitative and quantitative analysis with a range of data sources and stakeholder groups.

- Create high quality, clear, engaging content in the form of research reports, briefing notes, blogs, and other written outputs, and presenting analysis and recommendations for public and professional audiences as required.
- Support other research teams to deliver high quality research and ensuring the development of robust and engaging research outputs across the FFCC's programme of work.

### General

- Build strong relationships and partnerships with a wide range of policy, practice, funders, academic and business stakeholders relevant to FFCC.
  - Work with our communications team to develop communication plans and compelling public narratives for our work.
  - Coordinate internal and external events, including online and in person meetings, seminars and workshops.
  - Represent our work externally at conferences, media appearances and other events.
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### Person Specification: Knowledge and Skills Required

- Educated to at least Masters level in a relevant subject.
  - Experienced researcher with a track record of effective project delivery across a number of research methodologies, and in one or more of our core themes - the environment, food, farming, land use, agro-economics and related fields.
  - Significant and varied experience in public policy research development, through academia, commercial, government, and/or practitioner work.
  - Specialist expertise and interest in relevant issues - food and farming, sustainable development, land use, economics, local democracy and system change, and in wider public policy and reform.
  - Excellent facilitation skills honed in a variety of settings, within and across communities, public, private and not for profit organisations, and including the seldom heard.
  - Experience of line management or supervising the work of others.
  - Some experience of and interest in fundraising and business development.
  - Proven strong research and analytical skills, numerate and comfortable with quantitative and qualitative data analysis.
  - Ability to communicate confidently and to present written material in a clear, concise and engaging manner to a range of different audiences.
  - Confident outlook, with rapport building, persuasion and interpersonal skills including ability to communicate confidently with external stakeholders at all levels of seniority.
  - Organisation skills, including the ability to prioritise, multitask and to coordinate seminars and events.
  - Ability to think laterally and creatively.
  - 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.
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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.