

## JOB DESCRIPTION

### Countries Co-ordinator

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#### Job Details

Job Title	:	Countries Co-ordinator
Reports to	:	Country Directors
Line managed by	:	Scotland Director
Term	:	Part Time (25 hours a week)
Location	:	Home based in Scotland, Wales or Northern Ireland with option of office space if required in Edinburgh, Aberystwyth or Belfast.
Salary	:	£24,000 (pro-rated £17,142.86)

#### Job Purpose

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The Food, Farming and Countryside Commission was set up in 2017 to help shape the future of food and farming outside the EU, bringing together new and diverse voices to explore radical and practical responses to the climate, nature, health and economic crises. Our distinctive approach is systems-thinking, collaborative, inclusive and evidence-led, reaching out to seldom heard voices, and engaging non-traditional sectors through our work.

We are working for a future where:

- **Healthy food is everybody's business**, levelling the playing field for a fairer food system,
- **Farming is a force for change**, with a transition plan for agroecology by 2030, and the resources to back that plan,
- **The countryside works for everyone**, with a framework for sustainable land use and nature restoration, with thriving rural communities where people can afford to live and work,
- **Money flows to where it is needed** to align investments with the priorities for a just transition.

FFCC works across the UK with devolved teams in Scotland, Wales and Northern Ireland. As Countries Coordinator, the postholder will work as part of these teams, supporting the work programmes of the Country Directors and Chairs. With strong administrative and organisational skills, the postholder will support the delivery of projects, undertake administration tasks and coordinate internal and external events and meetings. A clear and confident communicator, the postholder will be able to work effectively and inclusively with diverse stakeholders and networks.

FFCC is committed to diversity, equality and inclusion and celebrates these qualities as principles of a fair and sustainable society. We welcome applications from all backgrounds and are actively seeking to ensure our team is representative of the diversity of UK countries.

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#### Key Tasks and Responsibilities

- Support Country Directors in Scotland, Wales and Northern Ireland in the delivery of their projects and wider work programmes.

- Provide comprehensive administrative support, including organising travel and accommodation, arranging meetings, taking notes and record keeping, reporting to funders and FFCC management team.
  - Coordinate internal and external events, including online and in person meetings and seminars.
  - Build, maintain and develop effective relationships with the FFCC Country teams and Chairs.
  - Work with the communications team and other FFCC staff as needed.
  - Build strong relationships with a wide range of stakeholders relevant to the FFCC.
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### **Person Specification: Knowledge and Skills Required**

- Educated to degree level, or with demonstrable experience in a similar role.
  - Excellent project coordination and organisational skills, with the ability to plan, prioritise and manage multiple tasks simultaneously.
  - Articulate, engaging and accurate communication skills, both written and verbal, with the ability to communicate confidently and effectively with a wide variety of stakeholders.
  - Experience of coordinating meetings and events, both virtual and in person.
  - Organised and efficient, with a good work rate and ability to prioritise and multitask.
  - 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 the 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.