

Training and Knowledge Exchange Co-ordinator 0.4 FTE

We are excited to be recruiting a new part-time role, Training and Engagement co-ordinator. The Foundation for Common Land provides a single voice to co-ordinate knowledge and share learning across Common Land. We work with commoners' associations and federations, owners of common land and farming bodies As well as environmental NGOs, and government bodies such as the Defra group, including the Rural Payments Agency and Natural England. We are delighted to offer this new role to increase the impact and engagement of our work. Find out more about the Foundation for Common Land; foundationforcommonland.org.uk

Job title: Training and Knowledge Exchange Co-ordinator

Location: FCL office in Ambleside/ Homebased with some travel nationally. Outstanding applications from out of the area will be considered. Use of a private car is paid at a rate of 45p per mile.

Employer: Foundation for Common Land

Reporting to: Lyndsey Stride, FCL Trustees.

Hours/Duration: 0.4 FTE (the equivalent of 2 days per week /15 hours) the post holder may on occasion be expected to carry out some weekend or evening work, for which time off in lieu will be granted. There will be no payment of overtime.

Salary: £28,000-30,000 dependent on experience Pro Rata
(Pro Rata £11,200- £12,000 annum 0.4 FTE/15 hours)

Other: 84 hours annual leave including pro-rata allowance for public holidays

Pension: 3% employer contribution and 5% employee contribution

To Apply:

Closing date: 5 pm, Wednesday 14th February 2024

Interviews: Online Tuesday 20th February 2024.

Start date: As soon as possible, phased start possible.

How to apply: Please e-mail a 2-page CV and cover letter detailing your experience, knowledge, and skills explaining why you think this is the job for you to: susie@foundationforcommonland.org.uk

FCL does not discriminate in employment matters based on race, colour, religion, gender, age, sexuality or any other protected class. We support workplace diversity and believe it creates dynamic, relevant organisations, fostering spaces for innovation and creativity. We are working hard to increase the diversity of our team and encourage you to be a part of it.

Job Description

This role will develop a training and knowledge exchange service building on our existing provision with year-on-year increase in face-to-face training events and increasing participation in skills development. Thus empowering other organisations and communities to deliver more effectively for commons through training and knowledge exchange.

The role will cover:

- Working strategically with our partner organisations to develop a strategy to develop outreach education.
- Actively promote all of the opportunities for involvement and establishing good working relationships with all partners.
- Coordinate and work with existing partners to deliver and develop face to face and online training programs such as our Hill Farming for Conservation Professionals Courses and bespoke Uplands courses.
- Update and adapt existing resources to create new learning resources for delivery courses and the website.
- Face to face training of managers of common land and other stakeholders (training the trainers)
- Manage the [FCL Online Common Land Tool Kit](#), ensuring it is kept up to date, creating new material, and promoting its use
- Help develop and deliver a communications plan for FCL including digital outreach regular blogs and social media posts.
- Develop and assist in the delivery of online training and webinar/ knowledge exchange mechanisms/ courses.
- To maintain records of all activities and produce reports as required by funders.

Person Specification	
Qualifications	Qualified to degree level or equivalent experience in relevant field.
Experience	<p>Experience or an understanding of engaging with farmers, public sector bodies, conservation NGOs and land agents desirable</p> <p>Experience of collaborative working</p> <p>Experience of writing training material, newsletters and social media posts</p> <p>Experience of planning events and/or training opportunities utilising a variety of delivery methods</p>
Skills	<p>Excellent face to face communication with people from all walks of life</p> <p>Excellent written skills, newsletters, social media and blogs</p> <p>Proactive with the ability to work on own initiative, independently and as part of a team</p> <p>Ability to organise personal work programmes and meet deadlines</p> <p>Good networking skills</p> <p>Good computer skills, competent in office programmes</p> <p>Driving licence</p>
Knowledge	Good knowledge and understanding of livestock farming / commoning, farm support schemes and rural issues (national and or local) would be an advantage
Disposition	<p>Self-motivated</p> <p>Well organised, able to prioritise work and meet deadlines</p> <p>Resilient and ability to adapt to change and uncertainty</p> <p>Enthusiastic and able to enthuse others</p>