

Job Opportunity - Livestock Team Assistant

Job Title: Livestock Team Assistant

Organisation: Innovation for Agriculture (IfA)

Location: Hybrid - Head Office - Stoneleigh Park, Warks (with UK & occasional EU travel)

Salary: Up to £26,000 per annum (dependent on experience)

Contract: Full-Time, Permanent (hybrid working available)

Closing Date: Monday 17th August at 10:00 am

About Innovation for Agriculture (IfA)

At Innovation for Agriculture, we bridge the gap between agricultural science and practical farming. We deliver high-impact projects that help UK farmers improve soil health, livestock welfare, biosecurity, and farm resilience - from coordinating national schemes like the Calf Action Network to running European research initiatives and regional farm walks, events and communications.

Why Join Us?

- **Real Impact:** Deliver practical solutions that directly benefit UK farmers.
- **Professional Growth:** Gain exposure to cutting-edge trials, international research, and industry experts.
- **Inclusive Culture:** Work in a fair, supportive team with adaptive working patterns.

Are you an enthusiastic early-career professional, recent graduate, or career changer passionate about livestock health, welfare, and sustainable farming?

About the Role

We are seeking a **Livestock Team Assistant** to support our growing livestock projects. You will provide vital coordination and administrative support across biosecurity initiatives, calf health schemes, and knowledge exchange events.

Key Responsibilities

- **Events & Projects:** Help organise interactive workshops, farm walks, webinars, and technical events.
- **Stakeholder Contact:** Act as a key point of contact for farmers, advisers, project partners, and steering groups.
- **Communications:** Assist in drafting practical guidance materials, reports, newsletters, and digital content.
- **Data & Admin:** Support data collection, record-keeping, and progress tracking for national and international projects.
- **Industry Representation:** Represent IfA at agricultural shows and technical events.

What We're Looking For

We value **enthusiasm, transferable skills, and potential** just as much as formal qualifications.

Essential:

- Passion for livestock health, welfare and sustainable agriculture.
- Excellent organisational and prioritisation skills.
- Clear written and verbal communication skills for both farmers and technical experts.
- Proficiency in basic software (Word, Excel, PowerPoint, video calling).
- Full UK driving licence and willingness to travel within the UK (occasional EU travel).

Desirable (Nice to have!):

- Qualification in Agriculture, Animal/Veterinary Science, or Environmental Science (or equivalent practical livestock experience).
- Experience with event support, technical writing, or project admin.
- Familiarity with livestock health schemes, biosecurity, or nutrition concepts.

If you meet most of the essential criteria and are eager to learn, please apply! Full training and support will be provided.

What We Offer

- **Mentoring & Growth:** Structured onboarding, peer mentorship, and tailored professional development.
- **Professional Support:** Funding for relevant memberships, training, or certifications.
- **Work-Life Balance:** Hybrid options and flexible working arrangements.
- **Benefits:** Pension scheme, generous annual leave, and fully covered travel expenses.

How to Apply & Recruitment Process

We aim to keep our recruitment process transparent, inclusive, and accessible:

1. **Apply:** Send your CV and a brief cover letter (or a 2-minute video introduction) to **Holly Shearman** at hollys@i4agri.org.
2. **Initial Chat:** An informal 10-minute phone or online call.
3. **Interview & Short Exercise:** Practical, scenario-based interview. Key topics will be shared in advance.

Accessibility & Reasonable Adjustments:

We welcome neurodivergent candidates and non-traditional entrants to agriculture. For adjustments (e.g. alternative formats or extra time), contact **Holly Shearman** (hollys@i4agri.org / **07731 084361**).