



Role Profile

"Creating a better future for our farming members."

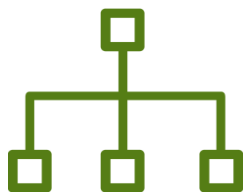
Job title	Graduate Trainee (Trade and Business Strategy)
Reports to	Placement Manager as per Graduate placement/programme and HR representative
Department	The programme will involve working in a variety of departments
Location	Stoneleigh/Various
Grade	£24,500 per annum

Main purpose of the job



- To aid the development of the NFU's policy work on international trade, economics and farm business competitiveness

Reporting Lines



- There are no direct reports for this role



Responsibilities



- Work at NFU HQ and other offices as required, alongside industry experts to deliver challenging projects across the NFU. These projects will be undertaken through the NFU's Trade and Business Strategy department, and involve working with other teams across the NFU, in particular sector commodity teams such as arable, dairy, horticulture etc.
- Liaison with NFU members (farmers and growers) including senior elected office holders and board members as part of the project
- Develop your own networks, make presentations, and produce clear and succinct reports for a variety of audiences.
- This job description will develop to meet the needs of the NFU, and any additional duties will be commensurate with the post holder's grade.



Person Specification

Essential Skills/Attributes



- A relevant degree, preferably in a subject with economic or business elements, typically a 2:1 or above, with a proven passion for the agricultural industry.
- Proficient user of MS Office packages, including Word and Power Point.
- Experience of pro-actively delivering tasks unassisted.
- Excellent interpersonal skills.
- Able to handle telephone enquiries.
- Excellent written and verbal communication skills.
- Good grammatical and numerical skills.
- Ability to handle sensitive issues with good judgement.
- Ability to demonstrate organisational and prioritising skills.
- Able to work both within a team and under own initiative.
- Able to demonstrate the ability to produce work quickly under pressure and calmly to a consistently high standard.
- Ability to solve problems and forward plan.
- Ability to plan, implement and collate information as part of a project.
- Must have a detailed approach to recording accurate information.
- The ability to interpret complex issues and provide a simple summary.
- Ability to deal with confidential information.
- Ability to attend events as necessary as part of the project.
- When required to work long hours and/or out of hours.
- Must be willing to live within 40 miles of your placement or be willing to relocate and have a flexible approach to location.
- Be self-motivated.
- Be passionate about delivering good quality and successful projects about the agricultural industry.
- Full current driving licence (consideration will be given under the Equality Act 2010 where applicable).



Desirable Skills/Attributes



- Expert level user in Excel, with the ability to manipulate data.
- Excellent database skills.
- Knowledge of the food and farming industry.
- Experience of working in PR or other communications field.
- Experience of:
 - Collating statistics and producing reports.
 - Delivering projects
 - Working as part of a cross-departmental team
 - Working with a range of individuals from varying backgrounds

Competencies

	Core Competencies	Understanding the NFU Working Together Personal Accountability Communication	2 – Supporting 2 – Supporting 2 – Supporting 2 – Supporting
	Functional Competencies	Member Focus Technical Expertise Analysing and Problem Solving Networking	2 – Supporting 2 – Supporting 2 – Supporting 2 – Supporting