



THE ROYAL HIGHLAND AND AGRICULTURAL SOCIETY OF SCOTLAND JOB DESCRIPTION

Department:	Royal Highland Education Trust
Job Title:	RHET Network Support Coordinator
Responsible to:	RHET Executive Officer
Engages with:	RHET Network (including volunteers, contractors, industry stakeholders)
Hours per week:	32 hours (usually 0900 – 1700) inclusive of one hour paid meal break per day <i>Further hours required in the lead up to, and during, the Royal Highland Show, for which relevant overtime is payable.</i>

The Society:

Since 1784, The Royal Highland and Agricultural Society of Scotland (RHASS), has been the respected standard-bearer for farming and rural industry in Scotland. With over 16,000 members, its key remit is to promote Scotland's land-based and allied businesses. A registered charity, the Society plays a pivotal role in the creation of a better understanding of the management of Scotland's land and rural resources.

Purpose of the Post:

Supporting all affiliated Countryside Initiatives (CI) in achieving the deliverables in their Local Action Plans and working to support volunteers across the RHET Network.

Main Responsibilities:

SUPPORT PEOPLE IN THE RHET NETWORK

Support RHET volunteers

- Coordinate/assist in the Protection of Vulnerable Groups (PVG's) process for the RHET Network
- Develop and maintain volunteer policies by providing a framework for volunteering with RHET
- Providing advice, information and guidance to volunteers
- When required, help deliver training to volunteers using materials developed by the RHET Learning and Development Coordinator and other relevant sources
- Develop and maintain resources (including web-based) to support volunteers engaging with young learners in collaboration with RHET Central Team colleagues
- Identify and organise external training requirements e.g. Risk Assessment training and Food Hygiene certification in partnership with the RHET Learning and Development Coordinator
- Develop a newsletter for RHET volunteers
- Publish weekly or agreed frequency information updates to all CIs
- Inform and update the RHET Central Team of any changes in CI committee composition and ensure contact details are communicated
- Manage the budgets linked with the training of volunteers as identified in the RHET Strategic Plan, working within the authorised spend level

Ensure everyone in the RHET Network knows their role and feels part of the whole organisation

- Ensure that RHET's obligations to affiliated CIs and other stakeholders are understood and delivered as effectively as possible
- Provide guidance and training, as requested or where necessary, on charity governance plus roles and responsibilities for the RHET Network
- Provide training for RHET Network audiences utilising material from the relevant RHET resources
- Identify and organise external training requirements e.g. Risk Assessment training and Food

Hygiene certification

- Create and make available ‘toolkits’ and resources to support the regional operations of the RHET CIs and to share good practice
- Develop and maintain accurate and easily accessible records of training activity, including recording and monitoring attendance
- In collaboration with the local RHET CI, support new contractors providing shadowing, training and guidance as appropriate.

SUPPORT NETWORK ACTIVITIES

Support the work of RHET Countryside Initiatives

- Create and deliver a RHET induction programme for office bearers across the RHET Network
- Support individual CIs on a day to day basis, ensuring that local CIs are in charge of things that happen locally
- Keep all RHET personnel abreast of developments in relevant operations, in particular PVG, Governance and Health and Safety regulations
- Provide support and direction to all CIs on current legislation affecting RHET, compliance and conformance with standards, administrative procedures, the RHET policy framework and network-wide strategic progress and developments
- Work with Chairs, Boards and Committees of CIs to ensure they can suggest and are aware of changes in RHET policies and procedures
- Liaise with RHET CIs and their partnership organisations

Develop new RHET Countryside Initiatives, as and when appropriate

- Identify the need for any additional CIs to help RHET meet its local target outcomes
- Oversee programmes of Farm Visits and Classroom Speakers and other RHET activities
- Coordinate, where appropriate, the Risk Assessment processes associated with these programmes
- Liaise closely with all CIs, sharing good practice and contributing to the broader strategy of the organisation
- Establish and maintain systems and procedures, with other members of the RHET Central Team, to ensure the efficiency and effectiveness of the service offering across the RHET Network

ASSIST WITH NETWORK ACTIVITIES

Assist CIs in delivering “nation-wide” project events such as Food & Farming Days, Farmers’ Markets in Schools, Countryside Days, Estate Days

- Coordinate ongoing projects, such as food and farming days, consulting with appropriate CIs and contracted Project Coordinators, on a day to day basis
- Attend and participate in events as required
- Provide additional support to all parts of the RHET Network, when required

COORDINATE THE RHET NETWORK MEETING SCHEDULE

Oversee arrangements for all network meetings

- Engage with the RHET meeting framework, attending and coordinating meetings, where required
- Facilitate, record meeting minutes where appropriate
- Monitor associated meeting actions, supporting RHET Central Team colleagues to deliver against agreed time-frames
- Circulate CI Minutes around the RHET Central Team and collate and disseminate these for RHET Board members

ROYAL HIGHLAND SHOW (RHS)

Collaborate with RHET Central Team colleagues to organise and deliver the RHET RHS education programme

GENERAL DUTIES

- Take part in team and individual training to ensure personal and professional development.
- Undertake any work deemed appropriate by the Executive Officer, in collaboration with the RHET Board of Directors, to ensure the smooth running of the organisation
- Contribute to effective forward planning for RHET, including utilising project management tools
- Assist with periodic reporting, as requested, ensuring information is accurate and up-to-date, in collaboration with RHET Central Team colleagues
- Assist with the preparation of funding applications, where appropriate
- Organise training workshops for contracted Project Coordinators, individually or collectively, as required, e.g. IT efficiency, social media, presentation skills, in collaboration with RHET Central Team colleagues
- Support contracted Project Coordinators to ensure that all projects and targets are effectively delivered
- Arrange for capacity within the Central Team, for emergency back-up of an individual PC or CI, that can be accessed in extreme circumstances, to ensure delivery of local commitments to schools etc
- Ensure contracted Project Coordinators understand their role and its place in network operations
- Develop from the current model an induction training workshop for all contracted Project Coordinators, with supporting information
- Collate reports, as requested, in collaboration with other members of the RHET Central Team, such as creating and maintaining training activity records for contracted Project Coordinators, where applicable, updating training records and ensuring information is accurate and up-to-date

Key Skills:

- Agricultural experience/knowledge
- Strong team player
- Able to work effectively with diverse client groups
- Proactive and self-motivated
- Customer focussed with a 'can do' attitude
- Excellent interpersonal and customer facing skills
- Have strong interpersonal and oral communication skills.
- Strong administrative and organisational skills
- Ability to prioritise workload and multi-task effectively while considering future organisational requirements
- Ability to work effectively under pressure whilst retaining a strong eye for detail
- Ability to assimilate information quickly and accurately
- Able to engage in discussion and public speaking
- Effective written and communication skills

Other requirements:

- Travel throughout Scotland, including occasional overnight stays.
- Willing to work on occasion outwith the normal hours of the business and all of the Royal Highland Show
- This post is subject to a PVG Disclosure Scotland check.

Benefits:

- Annual holiday entitlement starting at 20 days per annum, in addition to 10 public holidays and up to 4 discretionary Directors days to be taken between Christmas and New Year
- Contributory pension scheme under which the Society contributes 10% of basic salary on the provision that you contribute 6%