

## **JOB DESCRIPTION**

Post title: Farming Support Officer  
Directorate: Conservation and Communities  
Grade: 4



### **Main Purposes of the Post:**

To contribute to the work of the Dartmoor Hill Farm Project (HFP) providing relevant guidance, help and advice to the farming and rural community.

The postholder will support farm businesses through the agricultural transition; building resilience and embedding new knowledge and skills. This will be achieved by helping to deliver partnership projects and contributing to other strands of work within the HFP team. The postholder will also take an active role in shaping the events and training programme and improving communications with our key audiences and partners.

### **Duties and Responsibilities:**

1. Support delivery of the 'Farm for the Future' Programme (2022-2025) funded by the Princes Countryside Fund and or such similar programme as shall be determined by the Hill Farm Project Steering Group. To include communications, recruitment, coordination, project management and reporting.
2. Provide and facilitate advice and support to the Dartmoor farming community around key business themes and topics. To include farm resilience, agricultural transition, collaboration, soils and grassland, grant support and wellbeing
3. Coordinate and contribute to communications for the HFP by developing audience engagement and reach. To include website management, events booking and promotion, newsletters, social media (Facebook, WhatsApp etc.) and hard copy as appropriate. Maintain and update the mailing and contributor lists
4. Help identify projects, funding, and opportunities for development in line with the needs of Dartmoor's rural community, specifically around farm business resilience. Seek and contribute to funding bids to sustain the on-going work of the project.
5. Contribute to the training and events programme as part of the HFP team and with endorsement from the project Steering Group. Organise, promote, deliver and evaluate activities in line with DNPA procurement policies. Liaise with relevant projects and partners, such as the Duchy of Cornwall ensuring the programme avoids duplication and forms part of a coherent Dartmoor offer

6. Work closely with the HFP Land Management Advisor and the Dartmoor Farming Officer to help deliver wider environmental objectives through both current and future environmental schemes (ELM, Farming Investment Fund etc.). Provide 1: Many and 1:1 help and support to the farming community. Develop relationships with relevant partners and other area-based initiatives ensuring the programme avoids duplication and forms part of a coherent Dartmoor offer
7. Promote and support the delivery of the Farming in Protected Landscape grant. Working closely with staff within DNPA Land Management and Conservation Team maximising benefits for farm businesses and Dartmoor's natural environment.
8. To work safely, ensuring all safety procedures and other controls identified by risk assessment are complied with and incidents reported promptly and appropriately.

This job description outlines the current duties required for this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

**September 2022**