

Job Title:	Careers Officer	Job Code:	CaO
Department/Group:	Professional skills	Position Type:	Full-time (35 hrs per week, including occasional evenings/weekends)
Location:	Home based	Travel Required:	Some UK travel (access to transport required)
Level/Salary Range:	Band 3	Position Length:	9 months fixed term (possible opportunity for extension depending on securing future funding years.)
Responsible for:	No line management responsibilities	Responsible to:	Professional Skills and Careers Manager
Liaison with:	All TIAH staff External stakeholder, including Local Enterprise Partnerships (LEPs)		

## Job Description

### Summary

The role holder will collate and promote careers information relevant to the TIAH membership and users. They will research current careers initiatives and materials and identify gaps for development. They will be responsible for developing appropriate materials for TIAH's online service to ensure the industry is accurately represented in both scope and depth of opportunities within agriculture, horticulture and the supporting industries. This role will work in partnership with industry partners and external stakeholders to support ongoing initiatives in this area, including the development of T levels and Apprenticeships.

### Role and Responsibilities

1. TIAH Careers Business plan
  - Support the development TIAH Careers business plan and lead the operational implementation
  - Assist the User Experience Officer with created user persons related to careers
  - Keep a working brief of Gatsby Benchmarks and other relevant policy initiatives
2. Careers resource collation and development
  - Analyse and understand existing content and relevant careers initiatives
  - Work closely with the Professional Skills and Development Manager to prioritise content development and delivery.
  - Map and develop careers information, including signposting existing initiatives and positioning agriculture as a career of choice for a diverse range of people.
  - Build on the current careers provision already available in the industry and expand this to ensure there is a comprehensive offer available through the TIAH online service
3. Industry careers promotion
  - Collaborate with industry stakeholders to align support for careers events delivered by third parties
  - Work closely with the Professional Skills and Careers Manager to collaborate with external stakeholders to build partnerships and ensure careers information and pathways to the industry are accurately reflected
4. Industry and team engagement

- Keep abreast of offers from similar professional bodies and appraise for relevance/ priority within TIAH scope and to feedback relevant improvement and development ideas
- Maintain relationships of key stakeholders with the PSD Manager
- Represent TIAH at meetings, conferences, talks and events where required
- Undertake any other responsibilities commensurate with the post that the CEO and Line Manager may require

**Qualifications and preferred skills**

- Keen interest in the agriculture and horticulture industry, in particular in attracting and supporting new entrants into the industry. Experience in the industry desirable.
- Experience of developing careers materials/initiatives
- Experience of working with external stakeholders and suppliers and an ability to build and develop effective relationships to ensure delivery of milestones
- Ability to work with vision and energy, while displaying an attention to detail to ensure accuracy
- An understanding of learning technologies and digital learning development processes
- A Continuous Improvement and Growth mind-set
- Ability to work as a part of a team but be self-disciplined to work alone on a day-to-day basis
- Flexible approach to work, including the ability to recognise a need and act on it
- Excellent communication and organisational skills, with the ability to work to tight deadlines and changing priorities
- Proficient in Word, Excel, and PowerPoint with a high level of digital competence
- Strong organisational and administrative skills
- Ability to juggle and prioritise multiple tasks while meeting tight deadlines within a collaborative team environment
- Strong communication skills and ability to interact comfortably and professionally with multiple stakeholders, ranging from colleagues to trustees to members
- Ability to work as a part of a team but be self-disciplined to work alone on a day-to-day basis
- Flexible approach to work and ability to respond quickly, including the ability to recognise a need and act on it
- Attention to quality and client excellence with excellent attention to detail

**Additional Notes**

- Behaviour expectations: Trust, efficiency, quality, expertise, can-do attitude, and affinity and understanding of TIAH’s aims and objectives
- Role holder is expected to be set up for remote working, including a dedicated safe workspace with adequate and secure internet connection and reception. Laptop provided.
- Ability to travel within the UK required, including regular team meetings held in the Midlands and London.
- Ability to work flexibly required, including occasional evenings, weekends and overnight stays
- Role subject to review based on the needs of the new organisation

Approved By:	CEO	Date:	01.07.2021
Job holder’s name/ signature		Date:	
Line manager’s name/ signature		Date:	
Date posted:	05.07.2021	Contact:	recruitment@tiah.org
Posting URL:	www.tiah.org		

Applications Accepted By:  
 Applications will be considered on a rolling basis for immediate interview. Please submit your CV and covering letter (maximum 2 sides) to [recruitment@tiah.org](mailto:recruitment@tiah.org) using the job title as the subject. header. Applications without a covering letter will not be considered.