



Role Title: RDPE Network Co-ordinator

Post No:

Business Area: RDPE Network	Grade: H
Contract Type: 2-year fixed term (- with possible extension to March 2013)	Hours: 37
Location: Cheltenham	
Minimum entry level qualifications/experience: Degree and 2/3 years relevant experience or equivalent relevant experience.	
Role specific qualifications or qualifying experience: Essential: Candidates should have demonstrable experience of: <ol style="list-style-type: none">1. Planning, co-ordinating and delivering specific stakeholder networking activities and events.2. Working in a networking environment, with and through a range of stakeholders at national, regional and local levels.3. Project management and commissioning of specific research/studies, to identify, animate and communicate case studies, good practice and lessons learnt.4. Contract management of specific projects.5. Financial and budget management at project level.6. Communications planning and implementing at project level, e.g. internal, external, ICT7. Self motivation, taking responsibility for leading and delivering on specific areas of work and learning 'on the job'. Desirable: The following demonstrable experience would be an advantage: <ul style="list-style-type: none">• Knowledge and understanding of socio-economic and agri-environment rural development policy and programmes and European rural development policy.• Knowledge and understanding of the Rural Development Programme for England (RDPE).	

Purpose of role:

The RDPE Network is being set up, in line with the European Rural Development Regulation, to support the implementation and evaluation of the RDPE through the exchange of good practice and experience.

The post-holder will have to use their initiative and judgement, to provide enthusiastic and creative support to the development and co-ordination of the RDPE Network and help develop and deliver the annual RDPE Network Action Plan - within England, the UK and Europe.

You will build relationships and work with the stakeholders of the RDPE Network to identify, animate and communicate good practice and experiences relating to the implementation of RDPE. These stakeholders will include colleagues from the Welsh, Northern Irish and Scottish rural development programme networks and the networks of the other European Member States.

Specifically, you will lead on a range of projects, both internally and externally facing incorporating networking tools and activities, communication planning and delivery and focusing on specific areas of good practice, as identified in the annually developed Network Action Plan.

More broadly, you will help foster links and practical opportunities for joint working both with external stakeholders as well as other programmes within the CRC and act as an advocate and representative for the RDPE Network and the CRC in representing the interests of people in rural areas.

Further information:

RDPE Network (temporary website) – <http://www.ruralcommunities.gov.uk/rdpenetwork>

UK National Rural Network (temporary website) –

<http://www.ruralcommunities.gov.uk/uknationalruralnetwork>

Defra RDPE page – <http://www.defra.gov.uk/rural/rdpe/index.htm>

Person specification

Communication	<p>Essential:</p> <ul style="list-style-type: none"> • Shares ideas, information and knowledge clearly and concisely in a variety of media, e.g. e-mail, correspondence, telephone, blogs, forums etc. • Delivers clear and professional oral and written communication to internal and external audiences, focusing on the needs of that audience. • Can adapt communication approaches and styles to a variety of audiences and circumstances. • Able to develop and apply creative approaches to engage and communicate with stakeholders and to presenting complex material. <p>Desirable:</p> <ul style="list-style-type: none"> • Writing for local/regional media. • Writing for the web.
Relationship Management	<p>Essential:</p> <ul style="list-style-type: none"> • Has experience of working and communicating with a range of stakeholders and networks at national, regional and local levels. • Able to use own skills and professionalism to animate stakeholders activity and engagement and create sound and

	<p>positive relationships.</p> <ul style="list-style-type: none"> • Experience of managing contractors. • Uses consistent style that both professional and non-professional audiences can understand in tactful and diplomatic manner. • Understands client, partner, customer needs. <p>Desirable:</p> <ul style="list-style-type: none"> • Understands the variety of RDPE stakeholder perspectives, e.g. farmer, land manager, rural business, Local Action Group.
Working with People	<p>Essential:</p> <ul style="list-style-type: none"> • Approachable and effectively shares information with others. • When appropriate, delegates tasks to others clearly and effectively, ensuring clarity of responsibility for timely delivery. <p>Desirable:</p> <ul style="list-style-type: none"> • Assertive, not aggressive, and able to manage conflict in appropriate and effective ways.
Personal Effectiveness	<p>Essential:</p> <ul style="list-style-type: none"> • Self motivated, enthusiastic and creative in developing and delivering work to deadlines. • Uses creative approaches to problem solving and looks for new ways of utilising information and knowledge. • Plans workload and diary effectively and forecasts ahead, able to prioritise tasks (and re-prioritises tasks where necessary) to deliver to task deadlines. • Able to manage several simultaneous projects and tasks and react confidently and effectively to workload challenges. • Has an inquiring mind, willing to ask questions open to new ideas and discusses ideas with others to improve organisational and programme approaches and add value to projected outcomes. <p>Desirable:</p> <ul style="list-style-type: none"> • Seeks to develop personal and professional skills. • Displays calm and effective approach to unplanned tasks. • Ability to constructively challenge and critically appraise the methods and approaches to tasks, in order to improve that piece of work or in the light of changing circumstances and opportunities. • Uses initiative to keep up-to-date on the latest relevant thinking, ideas information etc.
Skills	<p>Essential:</p> <ul style="list-style-type: none"> • Identifying, animating and communicating good practice. • Identifying, developing and delivering stakeholder networking activities and events. • Finance – Takes responsibility, accountability and management for own project budgets. • Project management – Sound understanding of project management processes and techniques, including identifying resource needs, managing, monitoring and reporting the progress of individual projects for both technical and financial performance.

	<ul style="list-style-type: none"> • Contract management – Writes sound, clear, measurable specifications and an ‘intelligent customer’. Takes responsibility, accountability and management of contract processes and monitors delivery against targets to ensure value for money. • Representation – Confident in presenting proposals and projects clearly and persuasively to others, including the media. • Networking – Able to create and maintain networks of contacts to share information and to influence others. <p>Desirable:</p> <ul style="list-style-type: none"> • Report writing – Writes clear, accessible, focussed, concise reports, directed towards the audience. • IT – Has a good understanding of IT and a variety of software, including being able to create and use basic spreadsheets, word processing and powerpoint presentations. • Communications planning and delivery – written, oral, ICT – internal and external audiences.
Leadership & Teams	<p>Essential:</p> <ul style="list-style-type: none"> • Leads projects accessibly and clearly and takes responsibility for delivery. • Creates positive working relationships and works well within a team environment. • Respects the perspective and contributions of others. <p>Desirable:</p> <ul style="list-style-type: none"> • Works in a collegiate, not hierarchical way, working collaboratively both within and across other programme areas. • Proactively shares information within and across different teams and at all levels within the organisation.
Main Responsibilities	

1. Support the planning, organisation, budgeting and delivery of a programme of stakeholder networking activities, including:
 - Identifying stakeholder needs;
 - Identifying and developing opportunities for joint working with existing rural development related networks and networking activities;
 - Liaising with other CRC programmes to identify and support the joining up of the RDPE Network work and the work of other CRC programmes;
 - Liaising with and briefing partners and CRC programme teams;
 - Developing agendas/itineraries etc;
 - Preparing discussion papers, briefings and reports.
2. Support the monitoring and evaluation of the RDPE Network activities, including gathering and analysing stakeholder feedback and its implications for the future development of networking activities.
3. Working with the Communications Team and using timely and appropriate communications planning, proactively lead on the identification, development and implementation of mechanisms for sharing information about the RDPE Network with stakeholders at European, national, regional and local levels. Develop and manage the website and intranet content for the Programme, ensuring that it is kept up to date and relevant.
4. Working with the Communications Team, prepare and produce information, publicity and promotional material about the RDPE Network, e.g. publications (newsletters, leaflets, reports, briefings), films, promotional kit and interactive ICT products.
5. Provide a first point of response for RDPE Network enquiries and information, including briefings for partners and media.
6. Contract and project manage the commissioning of specific stakeholder led research/studies to identify, animate and communicate case studies, good practice and lessons learnt, gathered from a range of sources.
7. Working with colleagues from the Welsh, Northern Irish and Scottish Networks and the European Network for Rural Development lead on the development of an effective, user-friendly database to capture and disseminate good practice of relevance to the RDPE.
8. Act as an advocate for the RDPE Network and the CRC, professionally and effectively representing the Network and CRC and engaging positively and developing and maintaining new and ongoing relationships with a diverse range of RDPE stakeholders.
9. Contribute constructively to the development of a positive team culture within the CRC, maintaining strong personal contact and presence with colleagues.
10. Within CRC policies, guidelines and resources, to continuously develop personal knowledge, skills and experience and to support others as appropriate, as part of a learning organisation.