



Business Information Point
Helping you start and stay in business

Okehampton Business Centre
Unit 10 Higher Stockley Mead
Okehampton, Devon
EX20 1FJ

The Business Information Point (BIP) has been operating as a source of information, advice, and training for businesses in the south- west since September 1993. It is a non-profit making company limited by guarantee.

The function of BIP is to assist businesses with their development, sustainability and improve their competitiveness leading to increased profitability and employment. Through the delivery of workshops and one-to-one counselling we can support businesses, including start-ups.

Other activities include training; grant sourcing, market research, feedback to the Local Authorities and public agencies on the needs of the rural business community, promotion of the south- west as an area to both work and live and to support the various business and community groups in the region. BIP also undertakes contract work on a commercial basis for the private sector. This includes feasibility studies, training, and other consultancy work.

Job Description – Agricultural Contracts Manager

Changes in publicly funded support to the agricultural industry under the Agricultural Transition will see the industry face the biggest change since 1947. These changes mean farmers and land managers will need to address their business in a way they have not done for decades. Key to achieving a prosperous and sustainable farming business is managing the fundamental resources of soil, water, and nutrients to maximise efficient production whilst undertaking measures to protect the environment and biodiversity for the future, as well as financial and resource stability. Exploring and developing diversification enterprises may form part of the solution for a sustainable future. WDBIP are seeking an outstanding individual to assist farmers and landowners under new contracts.

Requirements of the Post

- Experienced agricultural and rural business advisor
- Able to work 1 to 1 with farmers and land managers
- Confident in delivery of workshops to knowledgeable agricultural audience
- An excellent knowledge of dairy and livestock farming
- Experienced in environmental land management schemes
- Project Management experience



Certificate Number 00261

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WDBIP 156/F

- Grant funding knowledge – applications and claims
- Well-connected within the agricultural supply chain
- Able to support businesses improve productivity through Agri-Tech
- Be self-motivated and able to work under own initiative
- The drive and passion to potentially lead a team in the future
- Full driving license is required
- Industry recognised qualifications, (FACTS, BASIS Soil & Water, BASIS Conservation Management etc.) would be an advantage

Responsibilities

- Monitoring and prioritising the workload to ensure project targets are met and delivered
- Creating, implementing, and monitoring effective and efficient internal processes, making best use of available resources, and identifying potential innovations
- Line management of staff; to include recruitment & selection
- Managing project claim deadlines, ensuring compliant and accurate claims are compiled for timely sign off
- Develop commercial agricultural activity
- Farm and rural business support direct delivery
- Liaising with delivery partners, funders, and sub-contractors regarding reporting and claim submission
- Working with Managers and Directors to monitor and plan delivery capacity with available staff hours
- ISO compliance, and maintaining accreditation
Attendance at team meetings

Conditions

- Post to be based at Okehampton Business Centre, Okehampton, Devon with the flexibility to work from home for part of the week
- The BIP is an equal opportunities employer.
- This position is full time; 5 days per week
- 24 days paid holiday (plus bank holidays)
- Hours of work 9-5, Monday to Friday
- There will be a 3-month probationary period, during which time a bespoke training plan will be undertaken with the successful candidate
- The successful candidate will be responsible to the Marketing & Commercial Director
- BIP offer auto enrolment pension scheme
- Salary £30,000 to £40,000 paid monthly in arrears.