



National Sheep Association

Job description for NSA Livestock Researcher - Maternity Cover

From July 2019 for a minimum of six months and maximum of 12 months

Background: NSA created the role of Livestock Researcher as a result of its involvement in the iSAGE project (March 2016 to February 2020), to deliver NSA's commitment to iSAGE and also further develop, expand and organise opportunities for NSA to secure research funding, drive research agendas to the benefit of commercial sheep farmers and communicate projects and their findings to NSA members in a timely and appropriate fashion. NSA does not want to lose momentum within this area during a period of maternity leave so will provide cover between two specific roles – **Consultancy Support** (separate job description) and **NSA Livestock Researcher - Maternity Cover**. The NSA Livestock Researcher also provides technical support for NSA members (to be picked up by the NSA Livestock Researcher - Maternity Cover) and ensures NSA compliance with GDPR (to be dealt with elsewhere in the NSA Head Office team during the maternity leave).

Objective: The NSA Livestock Researcher - Maternity Cover will be employed three days a week to ensure consistency in this area while the NSA Livestock Researcher is on maternity leave. They will work with the Consultancy Support and NSA Operations Director.

Job role:-

- **Support NSA commitment to iSAGE:** Be led by the Consultancy Support to deliver NSA's remaining commitment to iSAGE, particularly around representing NSA at meetings and events, ensuring iSAGE content in NSA communication routes, and maximising NSA's involvement in the project and any potential spin-off projects.
- **Support NSA commitment to other livestock research projects:** Be led by the Consultancy Support to deliver NSA's commitment to other livestock research projects, particularly around identifying farmers to be involved, providing consumables and delivering the communications plan for each project. Work with the NSA Activities & Campaigns Officer and other NSA staff/officeholders to integrate projects into existing NSA sheep events and activities.
- **Support work to identify and secure new research funding:** Be aware of where there is potential for NSA to lead on or support new projects, constantly keeping an eye out for future opportunities. Work with the Consultancy Support to make applications and understand the NSA involvement in any new projects.
- **Deliver NSA technical messages:** Where agreed by the NSA Operations Director, attend and speak at NSA events and external events where NSA has been invited to speak, with the intention of raising the profile of NSA in general and NSA's research work, to benefit membership recruitment and retention. Also attend technical meetings where NSA can



Chief Executive: Phil Stocker
A company limited by Guarantee. Registered in England. Registration No. 378118.
Registered charity in England and Wales (249255) and in Scotland (SC042853)



National Sheep Association is an organisation which represents the views and interests of sheep producers throughout the UK.
NSA is funded by its membership of sheep farmers and its activities involve it in every aspect of the sheep industry.

your business your future



National Sheep Association

provide expertise (e.g. stakeholders meetings) or has been invited to provide paid-for consultancy. Communicate the outcomes of these meetings through NSA routes and, where work is ongoing, keep abreast of this and ensure NSA involvement where appropriate.

- **Field all technical enquiries made to NSA:** Respond promptly to all technical enquiries made to NSA by phone, letter, email and online (i.e. those that come mainly from NSA members about issues specific to their flock or business, including sheep worrying by dogs). Identify areas where NSA technical papers / guidance notes would be appropriate and, after discussing with the NSA Operations Director, produce these and ensure subsequent communication for the benefit of membership recruitment and retention. Identify potential membership recruitment opportunities (i.e. enquiries from sheep farmers who are not members) and discuss appropriate steps with the NSA Activities & Campaigns Officer.
- **Support NSA UK Policy & Technical Committee:** Present an update on research work to the committee once a year and feed into the committee at other points where appropriate. Produce technical papers / guidance notes where requested by the committee and ensure these are communicated for the benefit of membership retention and recruitment.
- **Other responsibilities**
 - Work with the NSA Operations Director to contribute to quarterly board reports.
 - Be sensitive to how personal data is handled, particularly around contact details held by NSA, and work within the NSA Privacy Policy and GDPR.



National Sheep Association

**Application Form for NSA Livestock Researcher – Maternity Cover
PRIVATE AND CONFIDENTIAL**

Please return this form, with your CV and a covering letter, to Joanne Briggs, NSA Operations Director, The Sheep Centre, Malvern, Worcestershire, WR13 6PH or joanne@nationalsheep.org.uk.

Full Name			
Title	Mr/Mrs/Miss/Other		
Address			
Email Address			
Telephone number(s)			
NI number			
Do you hold a current driving licence?		How many points do you have on your licence?	
Are there any restrictions on you taking up employment in the UK?			

EDUCATION HISTORY (include schools, colleges and university, and qualifications gained

--

EMPLOYMENT HISTORY

Name and address of employer	Job title	Duties	Salary / rate of pay	Reason for leaving
Notice required in current post (if applicable)				



National Sheep Association

Any other employment (e.g. part-time or voluntary)

REFERENCES

Please note here the names and addresses of two persons from whom we may obtain both character and work experience references. We will not contact them before speaking to you about it.

1.

2.

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Disclosure Scotland.

DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.

Signed

Date