

SECTOR DEVELOPMENT ASSISTANT

Reporting to: Sector Development Coordinator



Overview:

Including a mix of marketing, admin and events, this is an exciting new opportunity to help us deliver a programme of strategic development activity, enabling the agrifood sector of Cornwall and the Isles of Scilly to improve its economic and environmental sustainability through more productive, clean and inclusive growth.

The job-holder will be part of our dynamic, employee-owned business in Truro, where employees get a say in what the business stands for and are rewarded for their efforts with a share in the profits.

The role includes:

- Creating and maintaining databases in accordance with company protocols and data protection legislation.
- Helping to devise and put on a series of events, including a new awards scheme.
- Administration of a scheme providing food, farming and fishing businesses with small grants.
- Dealing with project enquiries by telephone, mail or email, ensuring stakeholder relations and service levels are first-class; resolving issues swiftly and professionally.
- Helping to deliver a communications programme for the sector, using email and newsletter messaging, social media, website and public relations channels.
- Helping to deliver a skills development programme for the sector.
- Maintaining accurate records of project activity and producing reports as required to ensure the necessary data is available to the project managers.

Key qualities and experience required for the job:

- A love of food and drink, with an understanding of the agrifood sector.
- A friendly and engaging personality, with excellent communication skills; articulate, professional and sensitive, verbally and in writing.
- Experience of administration, preferably including knowledge of public sector funding requirements and grant claims.
- Excellent numeracy.
- Strong organisational skills with a keen eye for detail and accuracy in all tasks.
- Creative flair and a practical nature, with the physical ability to stand, lift, climb ladders, etc. Experience of event management would be an advantage.
- An aptitude for optimising technology, with knowledge and experience of Microsoft Office applications. Experience of image management and editing and/or graphic design software would be an advantage.
- A proactive and pragmatic approach that seeks out responsibility, loves challenges, explores possibilities and finds solutions.
- Experience of working as part of a team at a fast pace and coping effectively under pressure.

What the right candidate can expect from the job:

- The opportunity to work for a dynamic Cornish brand and to be a key part of the development of a pioneering project that will have a positive impact on the local economy.
- The opportunity to work among a strong, friendly and committed team and an interesting range of stakeholders.
- Fast-paced, varied and rewarding work in an environment where no two days are ever the same.
- The chance to contribute ideas and see them come to fruition.
- The chance to hone and extend a variety of sought-after skills and responsibilities to progress a career.

Hours and benefits:

- This is a full time role of 40 hours a week for a fixed term, ending 31st March 2025. It is fully expected that a similar role will continue or that there will be an option to be redeployed within the Great Cornish Food Store team beyond that time.
- The office hours are generally rota'd between 8am and 5pm and are mainly Monday to Friday. However, as we are a 7 days a week business, some weekend working is required on a rota basis to maintain skeleton office cover. Our events programme may require occasional work outside these hours.
- It is possible in some weeks to complete full time hours over 4 days.
- Extremely generous staff discount.
- Profit share, subject to a qualifying period.
- Free on-site parking.
- Uniform.
- Salary £25.5k - £29k, dependent on skills and experience. PROFIT SHARE IS ADDITIONAL.

What to do next:

If you think you have the right skills and qualities and would like to apply, please complete an application form, available from the store or downloadable [here](#).

Return the completed form to: jobs@greatcornishfood.co.uk along with an up to date CV of no more than two sides of A4.



Notes:

This project is part-funded by the UK Government through the UK Shared Prosperity Fund. Cornwall Council has been chosen by Government as a Lead Authority for the fund and is responsible for monitoring the progress of projects funded through the UK Shared Prosperity Fund in Cornwall and the Isles of Scilly.