



## ORGANIC INFORM: ADMINISTRATIVE OFFICER

Ref: OI/0703

**The Project objectives** are to provide up-to-date, independent and reliable research on quality and the market faced by organic producers. The service collates and disseminates information and expertise in a user-friendly format which is both affordable and accessible. Websites, newsletters, seminars, events and telephone and e-mail support are all used to reach farmers.

**Application** – Further details and application forms (CVs will not be accepted) can be found online: [www.organicresearchcentre.com](http://www.organicresearchcentre.com) and should be sent, together with a covering letter, to the Programme Manager, care of [Pam.t@efrc.com](mailto:Pam.t@efrc.com) by 9am, Monday 2<sup>nd</sup> April 2007.

### Outline Job Description

1. Providing administrative support for the Programme Manager.
2. Communicating with customers by telephone, e-mail and letter.
3. Updating and maintaining the Organic Inform website.
4. Updating, maintaining and adding Organic Inform contacts to the database.
5. Administration for seminars and events.
6. Researching and writing articles for the Organic Inform website and newsletter.
7. Staying up-to-date with the latest news and events using printed and electronic materials.
8. Contribute to wider roles in the Organic Research Centre.

### Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>▪ Degree in a relevant subject (English, Media Studies, agriculture or environmental science)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant IT qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>▪ Desk research</li> <li>▪ Computer literate with confidence using databases</li> </ul>	<ul style="list-style-type: none"> <li>▪ Journalism experience</li> <li>▪ Event administration</li> <li>▪ Website maintenance</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>▪ Strong written and oral communication skills</li> <li>▪ Attention to detail</li> <li>▪ Good time management skills</li> <li>▪ Adaptability</li> <li>▪ Methodical organiser</li> </ul>	<ul style="list-style-type: none"> <li>▪ Interest in organic food and environmental issues</li> </ul>
Disposition	<ul style="list-style-type: none"> <li>▪ Enthusiastic</li> <li>▪ Motivated</li> <li>▪ Hard working</li> <li>▪ Initiative</li> </ul>	
Additional requirements	<ul style="list-style-type: none"> <li>▪ Clean driving licence</li> <li>▪ Flexible at busy times</li> </ul>	