

**The Organic Research Centre - Elm Farm  
Wakelyns Agroforestry, Suffolk.**

**Research Assistant, Suffolk based.**

**Responsible to:** Programme Leader

**Research responsibilities:**

1. Assist the Researcher, Senior Researcher and Programme Leader in the running a range of research projects. This includes being responsible for preparation of field equipment, collection and processing of samples in accordance with the project protocols, in the field and laboratory. This also includes maintaining records, data entry on to spreadsheets.
2. To provide support for other research projects (as requested by the Researcher, Senior Researcher, Programme Leader or the Deputy Research Director) as they arise within the department.
3. Assist in future project or proposal development as required.
4. Assist the Senior Researcher in developing and producing standard slide and overhead presentations for past and current research projects – including assisting with the production of material for scientific and other meetings.
5. Ensure that effective routes of communications are established and maintained with the Researcher, Senior Researcher, Programme Leader and the Deputy Research Director to ensure that they are aware of the activities of the Assistant Researcher.
6. Contribute to the development of the research facility at The Organic Research Centre, Elm Farm and Wakelyns Agroforestry.
7. Contribute to the research review process.
8. To assist with departmental administration such as collating timesheets and other tasks as requested by either Senior Researcher or Deputy Research Director.

**Other responsibilities:**

9. Represent the Research Department at shows and conferences as required.
10. Attend staff and other meetings as requested by the Senior Researcher and/or the Deputy Research Director.
11. Assist with identifying and preparing information for the Organic Research Centre, Elm Farm Bulletin, web site and annual 'Information Booklet' (as requested by the Senior Researcher or the Deputy Research Director). Including updating current research project summary sheets and producing / overseeing summaries of new projects.

**Research Assistant – Crops Programme.  
Personal Specification**

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• BSc (or equivalent) in Agricultural/ Biological/ Environmental science</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Some work experience in agricultural/ environmental research</li> <li>• An understanding of design of field trials and experiments</li> <li>• Experience of working as a team in the field</li> </ul>	<ul style="list-style-type: none"> <li>• Cereals agronomy</li> <li>• Ecology</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• To be able to deliver high quality accurate work</li> <li>• Basic understanding of statistical methods and their application</li> <li>• Computer literate with Windows XP, and Adobe</li> <li>• Good communication skills, written and oral</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with Genstat statistical work package</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Independent and able to work alone and as part of a small team</li> <li>• Enthusiastic and flexible</li> <li>• To be able to contribute to the wider activities undertaken by The Organic Research Centre - Elm Farm</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in organic farming, food systems, agro-ecology and the environment.</li> </ul>
General ability	<ul style="list-style-type: none"> <li>• Willingness to undertake routine field assessments.</li> <li>• Willingness to travel where and when needed.</li> <li>• An ability to make contacts within the research community and the wider agricultural sector</li> </ul>	
Additional requirements	<ul style="list-style-type: none"> <li>• Full, clean driving licence.</li> <li>• Willingness to work additional hours at peak times.</li> <li>• To be physically fit and willing to undertake fieldwork in remote locations</li> <li>• Able to travel to fulfil requirements of job</li> </ul>	