

LMC

Livestock & Meat Commission

JOB TITLE:	PLACEMENT STUDENT
LOCATION:	LMC HEADQUARTERS, LISBURN



Job Description/ Person Specification

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LOCATION:	LMC HEADQUARTERS, LISBURN	
REPORTS TO:	INDUSTRY DEVELOPMENT MANAGER	
POST HOLDER:	FIXED TERM PLACEMENT (up to 37.5hrs/wk)	DATE: MARCH 2019

1. BACKGROUND

The Livestock and Meat Commission for Northern Ireland (LMC) is an Executive Non-Departmental Public Body, which was established by Statute (The Livestock Marketing Commission Act [Northern Ireland] 1967) to assist the development of the livestock and livestock products industries. LMC's sponsor body is the Department of Agriculture, Environment and Rural Affairs (DAERA). LMC collects statutory levies from beef and sheep producers and slaughterers in Northern Ireland and in return provides a range of services to the industry. LMC also advises its sponsor department DAERA on matters relating to the sector.

LMC's mission statement is to support, examine & inform the marketing and development of the Northern Ireland beef and sheep meat industry. Further information on LMC can be found on www.lmcni.com

LMC is actively involved in the education of the next generation of potential beef and lamb consumers by conducting over 300 post primary school cookery demonstrations throughout NI each year. This is complemented by professional development events for Food & Nutrition Teachers and the maintenance of the educational website www.food4life.org.uk. LMC co-ordinates and delivers key messages about red meat to consumers and stakeholders as part of advertising campaigns; and through the maintenance of the consumer website www.beefandlambni.com. LMC also undertakes beef and lamb sampling sessions with multiple retailers.

2. JOB PURPOSE

This is an opportunity for undergraduate students who are required to complete a sandwich placement part-way through their studies.

As part of the LMC team the post holder will assist in the promotion of beef and lamb, communication with secondary schools and consumers and the provision of a professional and comprehensive administration service.

Students will be assigned to one or more projects to work alongside other staff under supervision.

3. KEY RESPONSIBILITIES OF THE PLACEMENT STUDENT

Under supervision the post holder is expected to provide support to several departments. The work will be with the following two departments:

Education Services and Consumer Promotion (4 days)

Support the Education Manager with the on-going development and implementation of the Commission's Education and Consumer Promotion Strategies to ensure that it provides cost-effective services. Principal Responsibilities include but are not limited to:

- Liaison with LMC's advertising agency to assist with co-ordination and delivery of LMC's advertising campaign objectives.
- Assisting with the management and development of LMC's consumer (www.beefandlambni.com)

and education (www.food4life.org.uk) websites and social media platforms. This will include updating content on a regular basis.

- Assisting with project work such as the creation of new online and print resources for LMC's schools programme and ad hoc retail sampling sessions.
- Support the co-ordination of LMC's participation in/attendance at consumer, trade/agricultural shows in Northern Ireland.
- Administrative support such as raising purchase orders, collation of information for reports, sorting and processing mail, photocopying and filing.
- Operation of LMC's social media platforms (education and promotion – Instagram and Facebook)

Finance and Reception (1 day)

To support efficient delivery of LMC administration services. Responsibilities include but are not limited to:

- Administrative support such as raising purchase orders, collation of information for reports, typing, sorting and processing mail, photocopying and filing, stationery ordering.
- Switchboard/reception/computer support duties.
- Invoicing Northern Ireland Farm Quality Assurance Scheme membership fees, preparing bank lodgements and invoice verification.
- Adding new entries into invoicing system and allocating cash to correct sales ledger accounts.
- Safeguard and report all cash/cheques received through the post or delivered by hand.
- Attend to visitors and deal with enquiries on the telephone and face to face.

- To perform other duties as required.

4. KEY RELATIONSHIPS

- Daily contact with supervisor and work colleagues.
- LMC's freelance demonstration team
- Suppliers of goods and services.
- General public (including meat plants and farmers).

NOTE: This list is not exhaustive and is for indicative purposes only

5. PERFORMANCE MEASURES

In line with LMC policy, specific performance measures for the Placement Student will be agreed with the post holder however it is expected that these will include, but not be limited to the following:

- To deliver all agreed activities on time and in budget.
- To work effectively as part of a team.
- Build and maintain good internal and external relationships.

6. WORKING CONDITIONS

This is primarily an office based role however there will be the need for working off-site on occasions. Flexibility and access to a form of transport is a key attribute of any successful candidate.

7. PERSON SPECIFICATION

The role brings significant variety and challenge and presents a rewarding development opportunity for the role holder. The successful candidate must demonstrate intellect, drive and real commitment to the aims of LMC.

The Essential Criteria required for the role includes:

- Good written and oral communication skills.
- Strong interpersonal skills.
- Able to make decisions and to plan and prioritise the work.
- Demonstration of attention to detail.
- Computer literacy including the use of Microsoft Office suite of tools, plus social media (Twitter, Facebook and Instagram).
- Access to a form of transport.

Desirable Criteria:

- Experience of dealing with face to face, telephone and external queries in a confident and professional manner.
- Evidence of delivering a marketing project from initial concept through to evaluation.
- Can demonstrate a basic knowledge of at least two of the following areas:
 - Agri-food marketing.
 - Food nutrition.
 - Beef and sheep industry.

8. OUTLINE TERMS & CONDITIONS

- Fixed term placement (maximum 1 year)
- Full time role up to 37.5 hrs/wk (based Lisburn)
- Up to £7.70 p/h rising in line with annual rate increases
- 20 days annual leave pro rata + 12 statutory days leave
- Defined benefit pension scheme
- Statutory sick pay