



# FARMING FOR PROFIT

## Otago Southland Facilitator Job Description

# Facilitator – Farming For Profit

## Introduction

The Beef + Lamb New Zealand (B+LNZ) Farming for Profit Programme is driven by the local farming community, to increase the successful adoption of innovative farming practices.

### **4 on-farm events are to be held per year.**

Each event is focused on a specific topic (such as winter green feeds or ewe management) and covers that topic in depth, explaining and demonstrating good practice and innovation, as well as farmers' experience.

2 events to be held in the Eastern Southland area & 2 in West Otago.

Environmental topics must contribute to half of each day.

**1 newsletter is produced after each event**, to serve as the Proceedings of that event and Will be posted on facebook and emailed to those who attend and request information following the day .

This programme covers the Eastern Southland & West Otago Areas.

## Programme

The Facilitator, working with the Farming for Profit Steering Committee, will organise and provide logistical support for the programme.

The Facilitator will chair discussion at the event and contribute as needed to ensure a successful and valuable event. In particular, the facilitator will ensure that guest speakers are fully involved in discussion and that their presentations are appropriate.

Specific tasks for the Facilitator will include, but not be limited to:

- Liaising with the Beef + Lamb New Zealand Extension Manager and Steering Committee to plan and assess events. Convene and chair Steering Committee meetings as required; take minutes.
- Arrange guest speakers. Prepare speakers prior to the event to ensure they are well briefed
- Chairing and leading discussion at the event to ensure programme objectives are met.
- Analysis and presentation of information as required and as appropriate.
- Advertising of the events – flier drops are preferred, in addition to B+LNZ's e-diary, texts and website
- Write and format the newsletter after each event; B+LNZ handle distribution of the newsletter.

**FOUR on-farm events per year** are to be run and a good practice approach is to be used, including but not limited to:

- a clear objective and desired result for each day
- comprehensive information (using real farm case studies for on-farm days), including financial and physical analysis
- good practice principles for farmer learning
- availability to all-in the community who want to attend
- farmers are equipped with greater knowledge or skills on a specific topic and are motivated to make successful management decisions as a result
- assessment of the benefits of the programme to the farming community.

### **General**

The Facilitator, jointly with the Steering Committee and the local B+LNZ Extension Manager, will oversee the programme.

All costs to deliver the events and meetings are the responsibility of the Facilitator. The Facilitator will be required to hold Professional Indemnity Insurance.

It is intended that the programme will run for a term of one year. The contract however will be reviewed at the end of year one to whether it has substance to continue. There will be a review held in August/September with the Facilitator, Steering Committee Chairman and local B+LNZ Extension Manager.

The contract period will be from the 1<sup>st</sup> January 2018 to 30<sup>th</sup> September 2018.

### **Branding**

Recognition by levy payers and the wider community that B+LNZ are the funder of the programme is critical. The Facilitator will have a number of strict responsibilities around this branding.

### **Operations Manual**

B+LNZ have a Farming for Profit Programme Operations Manual, and this programme must operate in accordance with that manual.

### **Application Process**

All applications are to be emailed to [olivia.ross@beeflambnz.com](mailto:olivia.ross@beeflambnz.com) by 5pm, Friday 25<sup>th</sup> November, and need to include:

1. A covering letter, demonstrating your suitability for this role.
2. A budget of your estimated annual fee to perform this role. Include \$1000 + GST per event for Guest Speakers' costs.

For further information, contact Olivia Ross, Extension Manager – Southern South Island on 027 801 7868 or at [olivia.ross@beeflambnz.com](mailto:olivia.ross@beeflambnz.com)