

JOB DESCRIPTION

Industry Development Officer



ABOUT US

Food and drink is one of Scotland's best performing and fastest growing sectors. Scotland Food & Drink (SF&D) is the industry leadership and membership organisation tasked with driving responsible growth through a collaborative partnership between the industry and public sector. Through our leadership and delivery work, we seek to build Scotland's reputation as "a land of food and drink" and make Scotland the best place in the world to run a food and drink business.

The food and drink sector has recently published its 'Ambition 2030' strategy which seeks to double the value of the industry to £30 billion by 2030. This will be done in the context of unprecedented change in the sector's operating environment, from the implications of Brexit to the fast-changing consumer world.

JOB SUMMARY

The role will be located within the Industry Development Team of SF&D – the team are tasked with developing strategic leadership for the sector and co-ordination of partner activity to support industry growth. The team's objectives are to:

- Provide enhanced and visible leadership to drive sustainable industry growth in line with the industry strategy and associated KPI targets, so that Scotland Food & Drink is recognised as a world-leading industry leadership body and collaborative partnership which is driving the sector's development and growth.
- Promote effective partnership working and deeper collaboration by co-ordinating activity across public and private sector to ensure that partners are committed to partnership objectives and strong governance that provides clarity on roles, responsibilities and decision-making processes.
- Co-ordinate Theme Boards and working groups comprising of relevant stakeholders and SF&D partners to drive the implementation of the industry strategy. Through these collaborations, develop and report on projects and action plans for Ambition 2030 goals and priority workstreams.

Reporting to the Industry Development Manager, this role has the following key responsibilities:

- Support the team in the development and management of Partnership Theme Boards and working groups to co-ordinate and deliver the national food and drink operating plan for Ambition 2030.
- Support the team in the development of sub-sector strategies and action plans.

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It will be necessary to work at both in strategic and operational settings, collaboratively and flexibly with internal colleagues and external partners.

The role will involve administration, communication and partnership development with a variety of audiences including members, non-members, the wider food and drink industry, public and private sectors, trade associations and, on occasion, the public.

KEY DUTIES & RESPONSIBILITIES

1. Support the team, and industry and public sector champions, to build the engagement of partners in the development and delivery of Ambition 2030 priorities.
2. Work closely with the Communications Team to identify key messages and create content that build engaging communications to support the progress of Industry Leadership activity (within the wider SF&D Communications plan).
3. Facilitate meetings and negotiate with Industry Leadership Group members to support the development of sub-sector strategies and action plans.
4. Assist in the management of additional initiatives and responses to provide leadership on reactive food & drink sector issues.
5. Assist in the co-ordination of responses and reports from various stakeholders and liaise with partnership organisations to ensure actions are taken for delivering the annual operating plan.
6. Participate in weekly team meetings and regular cross-directorate meetings.
7. Support the team in articulation of Industry Leadership ambitions, objectives and requests to various audiences and decision makers, internally and externally.
8. Assist in the regular organisation of meetings, workshops, agendas and presentations through effective communication with colleagues and stakeholders.

REQUIREMENTS

- Ability to collaborate with colleagues and a wide range of stakeholders
- Ability to engage at both senior level and operational levels
- Flexible and proactive in approach
- Ability to work independently as well as part of a team to manage shifting priorities
- Ability to multi-task at speed in a busy environment and work to deadlines
- Excellent verbal, written, presentation and Excel skills
- Willing to travel and attend occasional evening events
- Experience in event/project management would be beneficial

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Terms



Salary	Circa £24K
Annual Leave entitlement	25 days (plus 10 bank holidays)
Working hours	Full-time role, working 35 hours per week with occasional evening activities.
Location	Ratho, Edinburgh with some travel
Closing date	23/11/18