



Job Description

1. Job Title

Policy, Technical & Communications Assistant

Placement Student/ Graduate (12-month contract)

2. Reports To

Assistant Policy Manager

3. Purpose

This is an exciting opportunity for a student or graduate to gain hands-on experience across policy, technical and communications functions within the organisation.

The successful candidate will work across multiple teams, supporting real-time issues affecting the farming and growing industry while gaining exposure to policy development, technical work, stakeholder engagement and strategic communications.

This is a varied and fast-paced role, offering the opportunity to get involved in a wide range of projects and develop practical skills while making a meaningful contribution to the organisation's work.

4. Key Accountabilities

N/A

5. Key Responsibilities

Support the research and analysis of key policy and technical issues, helping to prepare briefings, summaries and reports

Assist in monitoring policy and industry developments, ensuring teams remain informed and responsive

Contribute to communications activity, including drafting press releases, website content and social media posts

Support the delivery of campaigns and key messaging across policy and communications

Assist with stakeholder engagement, including meetings, events and workshops with members, policymakers and industry representatives

Provide support to committees and working groups, including preparation of papers and minute-taking

Contribute to project work across policy, technical and communications teams, with opportunities to take ownership of specific tasks

Work collaboratively across teams to support wider organisational priorities

Provide general administrative support to ensure the smooth running of the teams



Be flexible in supporting other teams across the organisation where required

What You Will Gain

Experience working across policy, technical and communications functions

Exposure to key industry issues and decision-making processes

Experience engaging with stakeholders and contributing to real-world outcomes

Development of skills in research, analysis, writing and communication

A strong understanding of the agriculture sector and policy landscape

The opportunity to build a professional network across the industry

6. Skills and Knowledge

Essential Skills & Attributes

Have qualified or is currently undertaking a third-level qualification in a relevant subject (e.g. Agriculture, Politics, Public Policy, Communications, Environmental Studies or related field)

A strong interest in agriculture, rural affairs, policy or communications

Good research and analytical skills, with the ability to understand and summarise complex information

Strong written and verbal communication skills

Ability to work both independently and as part of a team

Good organisational skills and attention to detail

Willingness to learn, show initiative and adapt to a varied role

Access to a vehicle and a valid driving licence

Knowledge of agricultural issues and policy

Desirable Skills

An interest in current affairs, particularly relating to agriculture or rural policy

Experience in writing, content creation or social media (academic or personal)

Experience in working with farmers

Familiarity with Microsoft Office and/or digital platforms