

# **KNOWLEDGE EXCHANGE ASSISTANT**



## **BBRO is the go-to source of advice for sugar beet growers**

The BBRO, [www.bbro.co.uk](http://www.bbro.co.uk), is a dynamic organisation with a friendly team, who are enthusiastic about agriculture and making a difference for sugar beet growers. We conduct research to help the UK sugar beet industry increase profitability and sustainably improve yields. We are very supportive of each other and are proud of our values: 'Trusted, Innovative, Approachable and Industry-leading.' The role is based at the Centrum, Norwich Research Park with occasional travel to offsite trial locations across the growing region. For this reason, you will be required to have a Full UK driving licence.

### **What does the role entail?**

This role is for you if you are keen and self-motivated with a positive, resilient, "can-do" attitude. You need to be able to effectively prioritise and conduct tasks, give attention to detail, meet deadlines and follow systems to assist with the annual Knowledge Exchange programme for BBRO delivering targeted events, publications, and other KE activities. You will have the ability to communicate well with your colleagues and parties external to the organisation.

**HOW WILL I BE REWARDED?** Competitive industry salary (dependant on experience - circa £27k) and excellent training and personal development opportunities. The role is permanent and 35 hours per week. BBRO offers 27 days annual holiday plus bank holidays and an extensive benefits package and employee assistance programme including pension contribution, private healthcare cover and healthcare cash plan.

### **You will be responsible for work in the following areas:**

- Assisting in maintaining annual BBRO events calendar
- Assisting in the delivery of BBRO's own events and participation in third-party events
- Managing the use of communications software and access to the grower database for BBRO's activities
- Assisting with content delivery and upload to BBRO website
- Contributing to overall social media presence - Assisting with design & delivery of BBRO's KE messages, managing enquiries to BBRO (emails/calls) and directing to relevant colleagues

### **Key skills will include:**

- Experience in communications or marketing or event management
- Good organisational skills with attention to detail
- Use of/understanding of social media and its application within business environment
- Good communicator who is flexible and reliable to deliver quality work
- Good personal time management and resourcefulness
- Self-motivated with an ability to work effectively alone as well as within a team

### **What should I do now?**

If you feel you have the relevant skills and experience, we would love to hear from you! Send us a copy of your latest CV (in complete confidence), and a little bit about yourself directly to – [michelle.mcknespiey@bbro.co.uk](mailto:michelle.mcknespiey@bbro.co.uk). A full job description is also available upon request.