



National Sheep Association

Job Description for NSA Scottish Region Coordinator

Job summary: The NSA Scottish Region Coordinator will sit within the NSA Scottish Region structure and link closely to NSA support functions at NSA Head Office. The role will facilitate and support policy work in NSA Scottish Region; develop, expand and organise initiatives and campaigns to raise the profile of the association in Scotland, optimising press coverage, strengthening its profile and increasing its ability to recruit and retain members; and facilitate and support the work of NSA Scottish Region Committee, integrating key policy topics into meetings, events and activities and ensuring consistency between different areas of work.

The role of NSA Scottish Region Coordinator is to work alongside and support the officers within NSA Scottish Region, in particular the following roles:-

- **NSA Scottish Region Chairman and executive committee**, particularly the NSA Scottish Region UK Policy & Technical rep, to represent NSA Scottish Region at policy and stakeholder meetings and events (as decided by the Chairman). NSA Head Office will provide an expenses pot to cover legitimate expenses incurred by the NSA Scottish Region Coordinator role and by officeholders carrying out policy work as directed by the Chairman, to cover travel, accommodation and subsistence in line with the NSA expenses policy; the Coordinator will monitor costs, working closely with the NSA Scottish Region Bookkeeper.
- **NSA Scottish Region UK Policy & Technical rep** to lead on NSA Scottish Region consultation responses on a voluntary basis.
- **NSA Scottish Region Event Organiser and Bookkeeper** to deliver commercial activities (including NSA Scot Sheep, NSA Highland Sheep and the NSA Scottish Region Sheep Centre at the Royal Highland Show) and work with the NSA Treasurer to administer the region's finances. NSA Scottish Region will pay for these roles.

NSA Scottish Region Coordinator

Directed by: NSA Scottish Region Chairman, with support provided by NSA Operations Director. Employment status will be a permanent contract, subject to a six-month probation period, with salary and benefits paid by NSA Head Office and line management (regular appraisals etc) provided by NSA Scottish Region Chairman and NSA Operations Director.

Key relationships with: NSA Scottish Region Chairman and other officeholders and committee members in NSA Scottish Region. NSA Chief Executive, NSA Operations Director and other staff at NSA HQ and the regions. NSA Scottish Region members and other relevant bodies and stakeholders in Scotland, such as Scottish Government and farming and land management associations in Scotland.



Chief Executive: Phil Stocker
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National Sheep Association is an organisation which represents the views and interests of sheep producers throughout the UK.
NSA is funded by its membership of sheep farmers and its activities involve it in every aspect of the sheep industry.

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Responsibilities to facilitate and support policy work in NSA Scottish Region

- Act as the point of contact for invitations for NSA Scottish Region to attend policy and stakeholder meetings and events. Work with the Chairman to decide on the most appropriate person to attend and provide them with appropriate information to do so (e.g. meeting details and paperwork, NSA / NSA Scottish Region position papers etc).
- Where necessary, conduct or support short consultations among the committee and members in advance of consultations or meetings in order to inform positions taken at meetings or in responses.
- Run a shared diary of meetings and events and clearly communicate and record who has attended what, if they can claim expenses and what deadlines are appropriate for reporting back afterwards. Being aware of any confidentiality, share those reports with NSA staff and NSA Scottish Region officeholders and committee members.
- Coordinate policy work expenses claims and ensure they are submitted to NSA Head Office in a timely fashion.
- Work with the NSA communications team to ensure regular and appropriate press releases (standalone Scottish Region releases and Scottish content in UK-wide releases) as well as regular and appropriate content in Sheep Farmer magazine, the NSA Weekly Email Update, online and on social media. NSA Scottish Region has its own website and social media accounts and these need to be regularly updated.
- Attend NSA UK Policy & Technical Committee meetings (typically four per year, held at Birmingham Airport) and contribute to quarterly NSA Board reports.
- Be familiar with existing policy positions and papers, working with NSA staff and NSA Scottish Region officeholders to identify where positions need to be reviewed due to political changes or specific circumstances in Scotland.

Responsibilities to develop, expand and organise initiatives and campaigns to raise the profile of the association in Scotland, optimising press coverage, strengthening its profile and increasing its ability to recruit and retain members

- Work with the NSA Scottish Region Event Organiser and NSA Activities & Campaigns Officer to maximise the potential of events to raise the profile of NSA and sign-up new members, and ensure key policy topics are integrated into e.g. seminar themes.
- Organise a minimum of four regional events per year, such as farm walks, joint industry meetings, a roadshow etc, maximise the potential to sign-up new members at these and ensure key policy topics are integrated where appropriate.
- Develop and support relationships with key individuals in the Scottish press.
- Work with NSA Head Office to ensure any UK-wide membership campaigns are appropriate for Scotland and benefit members in Scotland, and support these where appropriate.
- Attend regional managers' meetings (typically three per year, held at NSA Head Office) and be a proactive member of the NSA UK team.
- [For clarity, the NSA Scottish Region Event Organiser is in charge of commercial activities and events (i.e. those intended to make a profit for the region) and the NSA Scottish Region Coordinator is in charge of non-commercial events (i.e. those intended to provide a service to members and potential new members).]



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Responsibilities to facilitate and support the work of NSA Scottish Region Committee, integrating key policy topics into meetings, events and activities and ensuring consistency between different areas of work.

- Attend and contribute to all regional committee meetings, and executive committee meeting where needed, reporting on ongoing work and attendance at NSA UK Policy & Technical meetings (along with UKP&T rep) and NSA Regional Managers' meetings (along with NSA Event Organiser).
- Work with NSA Head Office and NSA Scottish Region officeholders to work in accordance with the NSA Articles of Association and NSA Regional Operating Guidance.
- Support NSA Scot Sheep and Highland Sheep, attending these events and supporting the organisation, set-up and breakdown.
- Ensure the NSA Scottish Region Bookkeeper and Treasurer have appropriate financial information (receipts, invoices, expenses claims) in a timely fashion.
- Meet Sheep Farmer and NSA Weekly Email Update deadlines, working with the NSA Scottish Region Events Organiser where appropriate.

Additional information: The position will be salaried through NSA Head Office with day-to-day direction provided by NSA Scottish Region and support from NSA Head Office. The role will be home-based with a laptop, IT support and basic office equipment provided by NSA Head Office. The salary will be in the region of £21-25k pro rata, depending on the candidate, plus travel expenses, holidays and lieu time in line with the NSA policy.