



National Sheep Association

## Job Description for NSA Support Officer

Full-time position from autumn 2022; initial six-month contract

**Responsible to:** NSA Operations Director

**Objective:** NSA is a membership charity supporting and promoting sheep farming in the UK. This role is to support the delivery of project work, including the NSA Next Generation programme, and ensure strong links between NSA Head Office and the wider network of officeholders and members, to serve NSA members, attract new members and progress NSA objectives.

### Job role:-

- **NSA Next Generation.** Working to a plan developed by the NSA Management Team, help deliver the programme, strengthen links with other NSA activities and prioritise options that raise the profile of NSA and encourage younger people to become members / involved in the NSA regional network. Also work with NSA regions to support and enhance their NSA Next Generation activities where wanted/requested.
- **Head Office/regional liaison.** Working with various members at NSA Head Office and by developing relationships with NSA Regional Managers, help provide a level of support appropriate to the region and their resources. This will include attending regional meetings where appropriate, ensuring information is received by the NSA Communications Team in a timely fashion, and helping to deliver projects delegated by regions to NSA Head Office.
- **Externally-funded projects.** Working with the NSA Project Manager, help deliver projects where NSA is a partner and has specific responsibilities. [NSA anticipates a number of projects being agreed in the near future and aims to extend this initial six-month contract if and when those are confirmed.]
- **Member enquiries.** Respond promptly to all technical enquiries, including sheep worrying enquiries, passed over by other staff members. Identify potential membership recruitment opportunities (i.e. enquiries from sheep farmers who are not members). Help field emails sent to enquiries@nationalsheep when colleagues are on holiday.
- **Other responsibilities**
  - Respond quickly to all enquiries (telephone, email and online), referring to other staff members where appropriate.
  - Provide support for general office administration at NSA Head Office.
  - Other duties as agreed.



Chief Executive: Phil Stocker  
A company limited by Guarantee. Registered in England. Registration No. 37818.  
Registered charity in England and Wales (249255) and in Scotland (SC042853)



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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