



FAI is seeking a **Data Programme Assistant** to join our UK team.

- **Position:** 37.5 hours
- **Immediate Team:** Data and Client relations teams
- **Location:** Oxford (UK) office or remote-working with requirement to travel occasionally for team and client meetings (Europe mostly)
- **Deadline:** 31st October 2020
- **Short-listing:** w/c 1st November 2020

About the role

We are seeking a recent graduate/early stage professional to join our UK team to support the delivery of data-focused sustainability programmes for leading food brands. The successful candidate will be joining a dynamic and multi-disciplinary team committed to creating practical solutions for climate and food security. Your role will include:

- Providing front-line user support to FAI's data software clients
- Conducting data collection, data entry and data cleaning, and running data reports and analysis for clients
- Delivering client training, as well as generating materials and presentations
- Identifying opportunities for improvements and further development
- User-testing new software products, web services and reporting tools
- Supporting research and scientific literature review activities on a variety of food supply chain sustainability issues (including animal welfare)
- Preparation of presentations and case studies of FAI's work
- Provision of administrative support to programme and data managers

Requirements

We're keen to hear from a range of applicants with applicable experience. You should be able to demonstrate that you are able to meet some, or all, of the following requirements:

- Keen attention to detail and commitment to high quality work
- Interest in the development and interrogation of data to drive sustainability in agriculture
- Strong interpersonal skills with ability to work well as part of a team
- Comfortable with working remotely and with colleagues in a variety of international locations
- Self-motivated and autonomous with effective time management abilities
- Excellent organisational skills and able to deliver quality work on time for multiple, simultaneous projects
- Appreciation of scientific processes and rigour

Your skills and experience

We're keen to hear from a range of applicants who can demonstrate some, or all, of the following skills and experience:

- Training and knowledge in quantitative disciplines - sciences, mathematics, computer sciences or a similar related subjects, as either Degree-level qualification or equivalent practical & industry experience (essential)
- Excellent computer skills with Microsoft Office (especially Excel), data handling, statistical and mathematical competency (essential)
- Excellent English written and verbal communication skills (essential)
- Experience with analytical tools such R, Minitab and SPSS (desirable)
- Experience with or strong interest in furthering industry sustainability metrics, data collection, and impact analysis (desirable)

How to apply

This recruitment has a deadline so please don't wait to submit your application. We will be short-listing w/c 1st November 2020.

Please submit a CV and cover letter to info@faifarms.com with the title "**Application Data Programme Assistant**". In your covering letter, please tell us about yourself, why you want to work with FAI and what unique elements you feel you can bring to the role. Please also include details of your notice period, if applicable.

Due to the ongoing Covid-19 epidemic, we anticipate that all interviews will be conducted remotely.

About FAI

Across the world, people are more interested than ever in knowing where their food comes from, how it was produced, and by whom. This represents incredible risks and opportunities for food brands to ensure they address the impact their production practices are having on people, animals and the environment. FAI's mission is to help food producers and retailers capture this opportunity and take practical steps toward solutions for climate and food security.

We work with a range of companies from thought leaders and disruptors who want to challenge the status quo, through to those who are just beginning their sustainability journey, by helping them better understand their supply chains and challenges. Our strategic and evidence-based approach is focused on driving meaningful improvements across supply chains, mitigating risks and realising long-term business benefits for our partners, by inspiring industry actors to meet and exceed key performance outcome measures, rather than telling farmers how to farm.

FAI have offices in England, Norway, Brazil and the US and a regenerative farming enterprise in Oxford, UK.

FAI Farms Ltd is an equal opportunities employer.