

## JOB DESCRIPTION

Job Title:	Knowledge Exchange Manager
Reports to job title:	Head of Farms
Department	Capabilities
Salary	£38000-42000
Contract:	6-month FTC, full time, 37 hours (End date: 31/07/2025)
Location:	Remote (or at any of our hubs if preferred)

### About Us

The UK Agri-Tech Centre is a new organisation launched on 1 April 2024 and created from three of the original Agri-Tech Centres.

Utilising our UK-wide assets, world-class facilities and expertise, our new organisation is a gateway for funding programmes, such as the Farming Innovation Programme and Horizon Europe, and provides benefits to the whole supply chain, the UK economy and beyond.

We offer a complete life cycle of support, driving agri-tech innovation and adoption through world-class facilities, expert knowledge and business support accelerating progress.

We strengthen the connections between science, business, and funders to accelerate research and development tackling the industry's most critical challenges such as climate change, labour availability, disease mitigation and environmental sustainability.

### Job Purpose

The Knowledge Exchange Manager is responsible for leading the successful delivery of complex or multifaceted knowledge exchange (KE) and dissemination activities within the UK Agri-Tech portfolio. This includes devising and implementing strategically planned KE initiatives across Collaborative Research and Development (CR&D), commercial, and strategic projects that align with the company's objectives and Innovate UK guidelines. A key aspect of this role is understanding stakeholder needs and identifying barriers to technology adoption to ensure maximum impact.

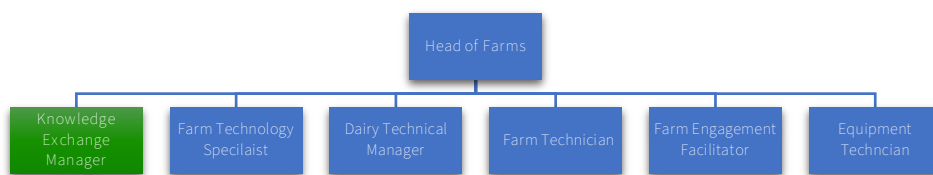
To succeed in this role, you should have effective communication skills and the ability to translate technical and scientific dialogue into user-friendly requirements. You will act as the interface between academic research institutes, commercial stakeholders and agricultural businesses to ensure that projects and activities are delivered with maximum impact. By inspiring collaboration and sharing insights, you will drive innovation and support the adoption of cutting-edge agricultural technologies.

## Main Duties

- Strategic Knowledge Exchange Activity: Devise and lead strategically planned knowledge exchange activities for all CR&D, commercial and strategic projects. Ensure that activities align with Innovate UK guidelines and deliver against approved project objectives.
- Project Support and Delivery: Support project managers by mapping and delivering industry engagement, co-development, and dissemination deliverables on time and within budget. Proactively solve potential issues and mitigate risks to ensure smooth project delivery.
- Implementation of Winning Bids: Translate winning project funding bids into actionable delivery objectives. Ensure outcomes are achieved within the agreed timeframes, costs and quality parameters.
- Stakeholder Engagement: Facilitate opportunities to engage with stakeholders to share knowledge, gather insights and build a strong, collaborative community.
- Development of Knowledge Exchange Function: Motivate and inspire team members to enhance the knowledge exchange function, driving maximum industry impact and developing strategic capabilities for the UK Agri-Tech Centre.
- Strategic Sector-Specific KE Proposals: Participate in the grant application stage to develop sector-specific knowledge exchange proposals for CR&D and commercial projects. Collaborate with Business Development, Innovation and Delivery directorates to create impactful strategies.
- Market Insights: Analyse demographic and psychological factors in market segments to understand challenges and engineer the integration of innovative technologies effectively.
- Farmer Network Capability Development: Drive the growth and utilisation of the farmer network capability to increase project engagement and adoption through practical insights.
- Satellite Network Development: Contribute to the development of the satellite network by reviewing functionality, identifying gaps and leveraging knowledge exchange opportunities.

- Project Management: Maintain and monitor project plans, schedules and resource allocations to ensure projects remain on track.
- Communication Management: Lead stakeholder engagement to understand unique communication needs during projects and ensure effective information dissemination.
- Point of Reference: Act as the primary contact for project-related queries from internal and external stakeholders.
- Scope Understanding and Challenges: Understand project scope and required activities to challenge progress and ensure alignment with objectives.
- Stakeholder Meeting Coordination: Organise, prepare materials for and participate in project stakeholder meetings to ensure alignment and engagement.
- Reporting and Governance: Produce management information, including reports and dashboards, to support internal and external governance processes.
- Use of Tools and Governance Arrangements: Leverage UK Agri-Tech Centre project reporting and monitoring tools to maintain robust governance and oversight.
- Mentorship: Mentor and develop team members with knowledge exchange skillsets to build organisational capability.

## Organisation Chart



## Qualifications, Skills and Experience

### Education:

- Degree in Agriculture, Agricultural Technology, Environmental Science, Animal Science, Social Science, or related fields. Graduates, HNC/HND level with relevant experience will also be considered.

### Knowledge and Experience:

- Strong track record of managing complex KE activities across high-value projects simultaneously.
- Familiarity with Innovate UK-funded project delivery and guidelines.
- Background in agriculture, agri-food, animal science, environment, or social science.
- Experience in translating technical content into accessible formats for diverse audiences.

#### Skills:

- Strategic thinking, aligning project deliverables with business strategy.
- Strong stakeholder management skills with the ability to influence and maintain positive relationships.
- Flexibility to adapt approaches based on project needs and industry demands.
- Initiative to review and interpret information, breaking it down into actionable components.
- Ability to view projects holistically and understand their context within the business model.
- Solid organisational skills, including multitasking and time management.
- Strong client-facing and teamwork abilities.

#### Technical Skills:

- Familiarity with GDPR principles and their application.
- Competence in using MS Office Suite, particularly Excel, and project management tools.
- Proficiency in creating flowcharts, process maps, schedules and Work Breakdown Structures (WBS).

#### Personal Attributes:

- Organised and detail oriented.
- Excellent time management and prioritisation.
- Collaborative team player with a proactive mindset.

## Additional Information

This role offers an exciting opportunity to lead impactful knowledge exchange activities, driving innovation and fostering sustainable practices within the agricultural sector.

You will be required to travel to network farms and partner organisations, with occasional overnight stays. Flexibility and a willingness to engage with various stakeholders in diverse settings are essential.

## Application Process

The closing date is February 21, 2025.

Please submit your application via this [link](#)