



<u>Job Title:</u>	Digital Product Officer or Digital Product Assistant
<u>Grade and Salary:</u>	£19,000-28,500 p.a. pro rata for Assistant £28,500-33,000 p.a. pro rata for Product Officer
<u>Reporting To:</u>	Head of International Programmes
<u>Location:</u>	Brighton, minimum 2 days per week in the PAN-UK office
<u>Contract:</u>	1 year with a possibility of extension
<u>Hours:</u>	Full or Part Time considered for the right candidate (minimum 21 hours per week)
<u>Travel Requirements:</u>	None. The post will be based in Brighton
<u>Closing date & Interviews:</u>	The closing date for applications is 15th February 2023 . Interviews will be held in the weeks commencing 6 th and 13 th March 2023.

PAN-UK is an innovative and forward-thinking organisation that has created a new mobile phone app to help our partners around the world to collect and upload data concerning pesticide use and acute pesticide poisoning. We are looking for a reliable, well-organised and hard-working team member who can liaise with our partners and support them to register and use the app. The successful candidate will also be able to liaise with our app developers to address any technical issues that arise and to undertake basic data analysis.

While the core job duties are similar for an Assistant and Officer, an Officer is expected to bring significantly more expertise and experience in data management and analysis and have experience of developing, managing or marketing digital products. An Officer will also be expected to take more leadership in the development of the App and presentation of findings. **The exact job title will be determined based on the experience of the candidate.**

As a valued member of the International Team you will play a key role supporting partnerships around the world and facilitating the collection and analysis of high-quality data that can be a catalyst for significant, positive change for farmers and farm workers.

PAN-UK is a highly respected organisation with over 30 years' experience of advocating to reduce harms to health and the environment caused by hazardous pesticides. The successful candidate will join PAN UK's expanding international team and play a key part in supporting improved working conditions for hard-pressed farmers and farm workers around the world. This is a rare opportunity to develop a completely new area of work that has significant potential for growth.

Closing date: 15th February 2023

PAN-UK

PAN UK is the only charity in Britain dedicated solely to raising awareness of the problems with pesticides and working for better solutions. It is an independent, non-profit organisation, which works nationally and internationally to eliminate the use of hazardous pesticides and to support the adoption of sustainable alternatives.

PAN UK operates as part of a global network of partner organisations. Its work reaches directly to smallholder farmers as well as national policy makers, UN organisations and global supply chain actors.

An estimated 385 million cases of unintentional acute pesticide poisoning occur annually world-wide and 44% of farmers are poisoned by pesticides every year. However, the majority of incidents of poisoning are not adequately recorded in national health systems, so that decision makers lack the information they need to adequately tackle the problem.

PAN UK has developed an innovative mobile phone app to make data collection more efficient and to support extension services and other relevant field workers to collect data directly from farm workers and farmers in a standardised and efficient way. PAN UK has created a tool that captures important information about the severity of the incident as well as the type of pesticide and conditions of use.

The app helps to identify locations, products or practices that are linked to high incidence of acute pesticide poisoning, enabling more effective targeting of resources to tackle the problem effectively. It collects data about participating farmers and farm workers, as well as conditions of use on the farm, such as use of protective equipment, type of spray equipment, relevant training, farm size and crops grown.

An increasing number of universities, government agencies and commercial organisations are interested to understand more about the problem of acute pesticide poisoning and to use T-MAPP to help them understand the issue better.

The successful candidate will join the International Team at an important time of growth and opportunity.

The role

After a 3-year period of app development in five countries we are ready to take the use of the app to a greater scale and a wider group of potential partners.

You will need to communicate effectively with partners from different overseas and UK organisations in order to understand their needs regarding the app and to clearly articulate what we can / cannot support in relation to the app. You will also need to liaise effectively with the app developer in order to ensure that technical issues are resolved in a timely way. And you will need to liaise effectively with field staff using the app, supporting them to register on the system and successfully upload data. You will need to develop a good understanding of the data generated and the curiosity and know-how to interrogate the data and to produce summary reports.

PAN-UK's work is evidence-based and academically rigorous. This reputation has taken many years to build and has secured a high degree of respect among partners and donors. It will be important that the new team member is committed to this same professional standard.

The successful candidate will be a valued member of a small and supportive team. The work is very meaningful and requires a good level of accuracy and attention to detail. It is important to be well-organised and reliable. We are open to your ideas to develop the role going forward.

PAN UK is committed to social justice and doing whatever it can to promote diversity, equity and inclusion and oppose racism and other forms of discrimination. PAN UK particularly encourages applications from diverse backgrounds. We view diversity in its broadest form which includes, but is not limited to, the consideration of race, nationality, gender, age, class, disability, sexuality, language and educational background.

Specific Responsibilities

1. Partner support

You will need to

- Communicate effectively with partners from different overseas and UK organisations in order to understand their needs regarding the app
- Clearly articulate what we can / cannot support in relation to the app
- Liaise with clients/ partners to agree a survey plan and gather information to set up new surveys in the app
- Input information into the app management system, including new languages where required (translations will be provided)
- Help to train field operatives to use the app
- Provide technical support to end users of the app
- Check the data quality and address issues
- Ensure data confidentiality is observed

2. Liaison with app developer

- Liaison with the app developer regarding technical issues, modifications / improvements to the app
- Ensure the system is as backed up and the maintenance schedule is followed with the developers
- Maintain and manage up-to-date records of all the coding for the app

3. Data management

- Ensure that access to different parts of the database follows the agreed protocols
- Produce summary graphs and data reports as required
- Ensure that the database is well managed, secure, backed up
- Ensure minimal test data is on the app management system
- Suggest improvements to the database, app management system and the app
- Produce summary reports from the data

4. Other

- Help to identify opportunities to develop the app further and / or to further the partnerships with end users of the app or make better use of the data generated
- Contribute to the analysis of data from other projects within the International Team
- Be an active member of the PAN-UK Team, attending meetings, sharing information, providing reasonable assistance to colleagues and feeding into the team's plans, particularly in relation to the app and data collection more broadly.
- Work within PAN UK's policies, processes and procedures at all times.
- Other duties as may reasonably be requested and commensurate with the post.

Person Specification

Essential:

- Values are in line with those of PAN-UK
- Keen interest in using technology to solve real world problems
- Able to undertake basic data analysis and interpretation
- Competent user of MS Excel
- Motivated, self-reliant, reliable
- Attention to detail, well organised
- Good communications skills
 - Written communication skills in order to communicate technical issues with diverse audiences in a clear, meaningful and effective way
 - Good interpersonal skills. Must relate well to a range of people, e.g. field staff, researchers, government authorities, companies
- A positive, 'can-do' attitude and the confidence to undertake new tasks
- The right to live and work in the UK

Desirable:

- Experience of working with apps and/or databases
- Experience conducting surveys
- Expertise in data management
- An interest in using data visualisation software e.g. PowerBI
- Experience developing or marketing digital products

How to apply

To apply, please send a CV and supporting statement (no more than 2 sides) explaining how you meet the person specification and what you can bring to the role to Sheila Willis, Head of International Programmes, at sheila@pan-uk.org by **midnight GMT on 15th February 2023**. Please use the subject header '*Application for Digital Product role*'.

Selected candidates will be invited for a face to face interview. In the event of two or more candidates meeting all the selection criteria, a second interview may be required. Two references will be requested at a later stage of the recruitment process.

If you would like to have an informal discussion about the role, please email sheila@pan-uk.org