



Berkshire Federation of Young Farmers' Clubs

Job Description

Berkshire Federation of Young Farmers Clubs is a membership organisation with approximately 150 members aged 10 to 26 years in 4 Clubs. The Young Farmers movement is a national youth organisation offering opportunity and training to its members as a means of personal development, community involvement and with an interest in rural and countryside issues.

Administrator

Responsible to: Management Committee

JOB PURPOSE

The purpose of the post is to carry out the administration of the four clubs of the Berkshire Federation.

KEY RESPONSIBILITIES

- 1.** To organise the programme of events including competitions, social events and others.
- 2.** To carry out the administration function of the county office - general clerical work including computer data entry, word processing, telephone inquiries, post, filing, ordering and monitoring stationery and other associated office work, administrate the website and social media and offer administrative support to the members of the board and treasurer.
- 3.** Undertake any training opportunities as required.
- 4.** Maintenance and management of membership records and using the YFC National membership database. Ensure annual returns are filed with the National Federation of Young Farmer Clubs on time.
- 5.** To maintain an information and communication service for the membership of Berkshire FYFC (e.g. Newsletter) and a give a weekly work update to the designated management team member.
- 6.** To receive incoming post and deal with accordingly and to deal with outgoing post and mailings. To answer telephone calls and deal with accordingly.
- 7.** To produce Agendas and Minutes of County Meetings as required.
- 8.** Core office hours will be agreed with the management committee. There is an expectation of attendance at some evening meetings and weekend events.
- 9.** To ensure that club officers are aware of their requirements to operate within a safe environment for YFC members and that the county federation practices comply with the current policies.
- 10.** To undertake any duties reasonably requested by the management committee and commensurate with the level of this post.

PERSON SPECIFICATION

Criteria	ESSENTIAL ✓ where relevant	DESIRABLE ✓ where relevant
Experience:		
1. Experience of people and organisation management (probably in a youth and Community or informal educational context)	✓	
2. Some experience of working with young people	✓	
3. Competent in using IT	✓	
4. Experience of working with committees		✓
Qualifications:		
1. Admin experience and or a qualification in admin		✓
2. GCSE or equivalent in English and Mathematics		✓
Skills & Abilities:		
1. Good administrative skills	✓	
2. Ability to use ICT		✓
3. Research and analytical skills		✓
4. Effective communicator	✓	
5. Ability to work independently and as part of a team	✓	
6. Ability to work using your initiative when needed	✓	
7. Ability to work under pressure and meet deadlines	✓	
8. Flexibility within the post		✓
9. Ability to prioritise the work load and produce an action plan for consultation at management meetings.	✓	
10. Ability to work within the Equal Opportunities Policy	✓	
Knowledge:		
1. Knowledge of IT software programmes.	✓	
2. Knowledge of rural community issues		✓
3. A clear understanding of the importance of confidentiality	✓	
4. Some knowledge of current developments in services for young people		✓
5. Knowledge of relevant equal opportunities issues	✓	
Personal:		
1. The ability to use tact and diplomacy when required	✓	
2. Excellent interpersonal and communication skills	✓	
3. A commitment to putting Equal Opportunities into practise	✓	
4. Enthusiasm and commitment	✓	
5. A current driving licence and access to vehicle that post-holder is willing to insure for business use in return for agreed mileage rate.	✓	

LOCATION:

The office is based at Liberty House, Greenham, Newbury. Own transport is essential; car travel expenses will be paid.

CONDITIONS OF SERVICE**Disclosure and Barring Service Checks (DBS):**

Working with a youth organisation, all personnel must undertake an enhanced level DBS Check. This post cannot be confirmed until the outcome of this check has been reviewed.

Hours of work:

The average working week is based upon twelve hours per week. Some evening work is required largely to attend Meetings. The core hours should be spent in the office at Liberty House as agreed by the management committee.

Salary:

£12.50 per hour and this will be reviewed on an annual basis.

Holiday:

Four weeks pro rata per calendar year. Annual leave cannot be carried forward.

Probationary period

This post is subject to a 3 month probationary period. Berkshire Federation reserves the right to extend this probationary period.

Notice:

The period of one months notice should be given by the post holder, other than in the case of dismissal for misconduct or other urgent causes.