



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.

Field Officer

Responsible to: Management Committee

JOB PURPOSE

To enhance the experiences of our predominantly rural membership aged 10-26 through the development of strong links with our clubs, members and leaders.

To ultimately have responsibility for the development and management of products that supports the membership of the four clubs in the Berkshire Federation and increases membership and improves retention.

Key Duties and Responsibilities

- To assist our members aged 10-26, to organise and run their individual clubs democratically as per their constitution and support them with arranging club programmes, competition participation and educational activities.
- To develop recruitment and retention initiatives and support clubs with their implementation.
- To evaluate the needs of members and clubs within Berkshire Federation and be responsible for assessing and developing strategies to help the membership.
- Establish clear project plans, targets and milestones and provide monthly progress reports for the management committee. A weekly schedule of work to go to the designated management team member.
- Initiate and lead the development of resources including a training programme with monitoring and an evaluation framework for these programmes.
- Produce promotional information to assist clubs
- To liaise with the administrator for public relations, social media posts and updating of the website.
- To seek training opportunities and funding to support the federation and network locally and regionally with suitable organisations.
- To attend a range of local events to publicise Berkshire YFC including, but not limited to, the Royal County of Berkshire Show and the Country Fayre.
- To work with colleagues both paid and voluntary, other county offices and the National Federation to promote good youth practices including safeguarding and standards of behaviour.
- To assist with the organisation in the running of events and activities to include but not limited to; county meetings; competitions programme; county show and social functions.

- To manage your own administration work
- To keep abreast of changes in youth work practice and ensure that Berkshire Federation is striving to achieve best practice.
- To undertake any other duties commensurate with the level of this post as requested by the management committee.

PERSON SPECIFICATION

- Relevant experience in the private, public or voluntary sectors with a proven track record.
- Proven ability to initiate and develop practices, analyse and use judgement to identify the best solution to a range of different problems and issues.
- Experience of projects or programme management.
- An understanding of current safe guarding practices
- An understanding of rural/countryside and agricultural issues.
- Excellent organisational and planning skills.
- Enthusiastic with a good sense of humour

LOCATION:

Predominantly a field based role within the Berkshire Federation but with access to the office at Liberty House, Greenham, Newbury.

Applicants must have access to a road worthy vehicle that they will need to insure with business insurance and claim mileage from Berkshire YFC.

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 eight hours per week. Evening and weekend work will be required as agreed by the management committee.

Salary:

Salary negotiable

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.

