

## **MONTGOMERY FEDERATION OF YFC**



<b>Job Title:</b>	<b>County Development Officer</b>
<b>Location:</b>	<b>Montgomeryshire</b>
<b>Salary</b>	<b>£25,000</b>
<b>Contract Hours</b>	<b>Willing to consider Full Time or Part Time (minimum 3 days per week)</b>
<b>Report to:</b>	<b>County Chairman on a day to day basis</b> <b>Board of Management Chairman as line-manager</b>
<b>Responsible for:</b>	<b>1 x P.T. Administrator, 1 x P.T. Finance Support</b>

### **JOB DESCRIPTION**

Are you a highly creative, motivated and innovative individual who has the ability to inspire and support young people? Do you possess excellent organisational, communication and interpersonal skills as well as a proven ability to be an effective team player and to deliver and promote successful projects?

Then the role of Montgomery YFC County Development Officer could be the job for you.

Montgomery YFC are seeking a dynamic, driven, visionary and bilingual individual to develop the highly successful YFC movement throughout Montgomeryshire. The role will involve promoting and supporting the personal, social and skill development of YFC members between the age of 10 and 26 by way of the organisation of competitions, training and social events which are held throughout the year.

The County Development Officer will be an integral part of the existing County Official structure which assists with the democratic and effective running of the clubs and the organisation.

You will be responsible for one administrative assistant and one finance support officer (both of whom work part time), overseeing finances, implementing strategic plans, assisting and advising Clubs and County officials to ensure that the aims and objectives of the organisation are achieved.

We are willing to consider a full or part time post which will involve occasional evening and weekend work and the need to work and use TOIL in a flexible and interchangeable manner will be a necessity.

## **THE JOB INVOLVES**

1. The development and innovation of new and existing programmes and projects within the YFC movement in Montgomeryshire at both Club and County level as well as the development of a strategic plan for the Federation (with support from the Board of Management)
2. Coordinating and supporting a wide variety of events, competitions, social events, training sessions held during the year and to promote the use of Welsh Language at all possible opportunities.
3. Motivating and supporting Clubs to recruit new members and volunteers.
4. Responsibility for overseeing the management of finances by the Finance Officer and overall responsibility for overseeing County budgets and maintaining financial stability.
5. Actively explore and obtain grant funding from all sources and to seek and coordinate sponsorship from third parties.
6. Ensuring the effective communication with the Federation's members through all means of communication, to include social media, Montgomery YFC website, e-mail, newsletters and meetings and to actively promote the use of the Welsh Language at all opportunities.
7. Marketing and promoting the activities of the YFC Movement in Montgomeryshire and networking internally and externally to publicise the work of the organisation.
8. Ensuring that all information and record keeping are maintained which are reported on a regular basis to the Management structure and to assist with the preparation of the financial annual return by the auditors.
9. To be present at all County Events, Meetings and Committees to include:
  - County Executive Meeting
  - County Sub and Event Committees
  - Board of Management Meetings
  - Club and County AGM's
10. To attend the following meetings in order to represent the Federation:
  - Three Federations Meetings
  - Training and staffing Meetings
  - Relevant National Meetings/Committees
  - Other appropriate or relevant meetings as deemed important by the Board of Management Chairman and/ County Chairman
11. Overseeing, managing and undertaking where necessary the administrative functions of the County Office.

12. Maintaining accurate and current membership records which are filed with the National Federation of Young Farmers' Clubs (NYFYC) and Powys County Council.
13. Implement the Safeguarding Policy. Administer and record DBS checks. Ensure that the Federation complies with current policies.
14. Ensuring that all appropriate Policies are in place, that their practices are followed and implemented and ensuring that all members, clubs and committees work within the relevant policies.
15. Ensuring that robust Health and Safety working practices are being implemented and ensuring that all members work within relevant Health and Safety legislation.
16. Ensuring that equal opportunity regulations are adhered to within the organisation and to act within internal policies and procedures.
17. Undertaking any other duties reasonably necessary and ancillary to the position as requested by the Board of Management Chairman and the County Chairman.
18. To participate in informal and formal monthly and performance reviews of the role conducted by the County Chairman and/or County Vice Chairman and Board of Management Chair.

#### **Health & Safety**

All employees have a responsibility to act reasonably and sensibly and consider the health, safety and wellbeing of themselves and those around them at all times. Regard must also be given to the European Working Time Directive.

#### **Diversity**

All staff should ensure that diversity is positively valued and demonstrate by personal example, commitment and clear action.

#### **Disclosure Barring Service (DBS) Check [previously, Criminal Record Bureau Check (CRB)]**

All staff must undertake an enhanced level DBS Disclosure. This post cannot be confirmed until the outcomes of this check have been reviewed.

#### **Probationary period**

The probation period for this post is 6 months. The Federation reserves the right to extend this period.

#### **Contract of employment**

A contract of employment will be issued after satisfactory completion of 6 month probation period (or such other period as the Federation considers fit) The post should be viewed as a permanent position.

Closing Date of applications – 5.30pm 4<sup>th</sup> of February (paper or electronic)

Interviews to be conducted- tbc (to be confirmed)

Provisional commencement date- as soon as possible

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Knowledge and Experience</b>	Experience of managing people and organisations Detailed knowledge of the YFC movement and the issues facing the young people of Montgomeryshire. Experience of implementing Health and Safety Legislation and safeguarding procedures	Experience of working with committees, Local Government and other third party agencies. Excellent understanding of agricultural and rural communities. Knowledge of government funding schemes, grant aid systems and experience of seeking funding.
<b>Skills and Abilities</b>	A basic understanding of accounting software. Must be an excellent communicator and have a proven ability to foster and maintain relationships and to work as part of a team. Ability to work to deadlines, to manage tasks and prioritise where necessary.	Experience of using online management systems, updating websites and use of social media platforms.
<b>Qualifications</b>	Educated to A Level or equivalent standard. English, Welsh and Maths to GCSE.	Higher Education, Vocational or equivalent qualification. A management and/or other youth work qualification. The desire to further knowledge through relevant courses
<b>Personal Qualities/Aptitudes</b>	Excellent communicating and interpersonal skills. Ability to use tact and diplomacy when required Motivated, reliable, enthusiastic, and adaptable person who is able to work on their own initiative and is highly organised Clean current driving licence and access to vehicle which is fully insured for business use Ability to appreciate the fun and exuberance of working with young people and has a sense of humour	Ability to communicate in writing and verbally in both Welsh and English is highly desirable.  Willingness to learn and adapt quickly Calmness under pressure.
<b>PROFICIENCIES</b>		
<b>Commercial Acumen</b>	Ability to seek and develop opportunities (with the assistance of members and committees) that help generate income for the organisation. Must be able to manage finances and be accountable for expenditure, ensuring that all activities organised at least pay their way, and where possible generate an income for the organisation.	

<b>Communication Skills</b>	Must be able to communicate on multiple levels and have the ability to disseminate information clearly, efficiently and effectively to audiences, both in writing and verbally through the medium of Welsh and English.
<b>Team Player and Motivator</b>	Need to work within a team to deliver a high level of performance. Successfully engaging and motivating others to achieve desired outcomes.
<b>Creative</b>	Problem solving in a creative way
<b>Marketing/Networking</b>	Building networks to promote Montgomery YFC at every opportunity.