



County Organiser

Job Description and Person Specification

Salary

£38,000 - £42,000 depending on experience

Hours of work

40hrs per week. 08:30 - 17:30 Monday to Friday, with occasional variations and including some evenings and weekends. Flexible working encouraged to facilitate the management of hours worked outside usual office hours.

Place of work

Based in, but not limited to, YFC Centre, The Amory Building, Cheriton Bishop, Exeter, EX6 6JH. You will need to be able to travel independently around the county and (on a less frequent basis) within the UK. Any travel costs will be reimbursed.

Holidays

28 days annual leave, plus public holidays.

Pension

Devon FYFC offers a pension scheme to all employees after satisfactory completion of the probation period.

Probation period

The probationary period for this post is six months, with review meetings held at 1,3 and 6 months. DFYFC reserves the right to extend this period if required.

Job Description

The role of "County Organiser" is a senior, full time and permanent position. Line managed by the Chairman of the Board of Management.

Key roles include:

- Safeguarding and health & safety of the members.
- Oversee the day to day running of the Federation.
- Ensure the legal compliance for all events.
- The line management of 1-2 staff employed by the Federation.
- Management of the day to day running of the premises.
- Supporting members by attending events, including weekend and evenings.
- Interaction with members (past, present and associates), committees, external partners and the Board of Management regularly.
- Fundraising and procuring sponsorship.
- Overseeing the competition, social and training programme.

- Dealing with complaints and queries.
- Develop external training opportunities with Lantra and other awarding bodies.
- Overseeing various communication strands.

Specific duties

Leadership and operational management

- Act as the senior staff member of the Federation, overseeing its day-to-day operations and strategic delivery.
- Hold the position of Designated Safeguarding and Welfare lead: responsible for how safeguarding is embedded and operationalised within the organisation, ensuring a culture of welfare and safeguarding.
- Working alongside the Board and YFC members, lead on fostering a vibrant, modern and positive culture in YFC which is fit for purpose and ensures sustainability.
- Oversee effective financial management in collaboration with the Treasurer, including budgeting, forecasting and identifying corrective actions where necessary.
- Implement all policies and ensure that the Federation complies with current National policies and legal responsibilities; making appropriate adjustments and amendments where required.
- Act within internal and external policies, procedures and legislation including but not limited to Health and Safety, Safeguarding, Financial and Data Protection and GDPR
- Line manages staff, ensuring performance, development, and wellbeing- across the team.
- Maintain an accessible and effective administration provision that supports the democratic committee structure of the Federation.
- Process complaints in line with policy.

Fundraising and business development

- Implement business development strategies that diversify and grow income, including securing grants, sponsorship, fundraising events and commercial partnerships.
- Network locally and regionally to raise the profile of the organisation and source suitable funding streams or partnership opportunities.
- Promote, develop and embed the externally provided training opportunities programme.
- Promote Devon FYFC regionally and nationally, representing the Federation with professionalism and enthusiasm.
- Maintain and strengthen links with National Federation of Young Farmers' Clubs and other counties.

Volunteer and member engagement

- Build and maintain positive relationships with members, families, volunteers, and YFC supporters by way of regular visits to YFCs and attending events (often evenings and weekends).
- Deliver regular training to volunteers to support them in role

- Provide pastoral support to members and volunteers.
- Maintain a working knowledge of the YFC movement.
- Oversee all internal and external communications: ensuring clear, engaging, and accessible messaging via email, press, social media, events, and more.
- Co-manage the annual South West Area Activities Weekend with other County Organisers.

Designated Safeguarding and Welfare Lead

- Act as main point of contact for safeguarding concerns and process these in accordance with policy.
- Deliver safeguarding training across the organisation.
- Provide advice, direction and support to volunteers and staff, and take over the management of cases if necessary.
- Apply policy and procedure for information sharing internally and externally.
- Champion and contribute to a positive 'culture of care' and lead on any cultural change within the DFYFC to establish core values.

To undertake any other duties commensurate with the level of this post as requested by the Board of Management Chairman and/or County Chairman.

This job description is intended to summarise the key responsibilities and duties of the role and the job description may be subject to change in the future by mutual agreement following consultation with the Board of Management and the Post Holder.

Person Specification

Requirements	Essential	Desirable
Training and Education	A-levels or equivalent; relevant degree or vocational qualification desirable. Level 2 Safeguarding Trained	Degree in youth work, education, event management, rural studies, or similar. Level 3 Safeguarding Trained
Skills and Knowledge	Understanding of rural communities and agricultural/youth organisations. Familiarity with safeguarding, GDPR, and health & safety practices. Excellent organisational and time management skills.	Previous involvement in Young Farmers Clubs or similar youth/rural organisations. Supervisory or team leadership experience.

	<p>Strong verbal and written communication.</p> <p>Ability to work independently and use initiative.</p> <p>IT proficient: Microsoft Office, email, social media, and database systems.</p> <p>Confident in coordinating events and meetings.</p>	
Relevant Experience	<p>Proven experience in administration, event planning, or youth work.</p> <p>Experience working with volunteers and/or young people (ideally aged 10–28).</p> <p>Delivering presentations and training.</p> <p>Budget management and financial reporting analysis.</p> <p>Leading a team</p> <p>Change management, values-led leadership.</p>	<p>Experience in social media promotion or marketing.</p> <p>Knowledge of charity governance and fundraising.</p>
Personal Qualities	<p>Approachable, supportive, and enthusiastic.</p> <p>Flexible and adaptable.</p> <p>Passionate about youth development and rural life.</p> <p>Able to work evenings/weekends (e.g. for club meetings, events, competitions).</p>	