



Job Description — YFC Administrator

Hours: Minimum of 30 hours preferred, however open to discussions around full or part-time hours to suit

Salary: £13–£15 per hour

Reports to: Office Manager

Location: County Office. Devon Rural Hub, Cheriton Bishop, Ex6 6JH

Purpose of the Role

To provide high-quality administrative support to the **County Office Team**, ensuring the smooth running of the County Federation of Young Farmers' Clubs office. This role includes membership administration, event support, communications and maintenance of digital information channels.

The post holder will use **Microsoft 365** and **AI tools** to streamline office processes and support the development of systems and SOPs.

Key Responsibilities

1. Administrative Support to the Office Manager

- Provide general administrative assistance including emails, phone enquiries, scheduling, document preparation.
- Assist in maintaining efficient digital office systems and shared information resources.
- Prepare documents, agendas, reports and templates using Microsoft 365.

2. Membership Administration

- Maintain accurate member records within the YFC membership system.
- Assist with completing NFYFC annual returns and membership updates.
- Support club officers with membership-related enquiries.

3. Support for Meetings, Events & Competitions

- Assist with county meetings, competitions, shows and social events by coordinating logistics, preparing agendas, minutes, event packs and schedules.
- Provide on-the-day support for key events where required.

4. Communications, Website & Social Media

- Help maintain the County website, online calendar and information services for members.
- **Maintain and develop social media platforms** to support member engagement, event promotion and club communications.
- Support the office team to draft newsletters, updates and digital content for approval by the Office Manager and or County Organiser.

- Provide clear, friendly communication to club officers and volunteers in line with NFYFC expectations,
- **5. Digital Tools, Microsoft 365 & AI**
- Use Microsoft 365 (Teams, SharePoint, OneDrive, Outlook, Word, Excel, PowerPoint) to support all administrative activity.
- Use AI tools (e.g., Copilot) to assist with:
 - drafting SOPs, event documents, minutes and communications
 - streamlining repetitive workflows
 - organising information efficiently
 - analysing or summarising content when needed

6. Safeguarding & Data

- Support with the maintenance of the safeguarding database; to include new DBS applications, online safeguarding training completion and verification of references to comply with YFC recruitment policies.
 - Handle member data securely and confidentially in line with YFC safeguarding expectations and data protection guidance.
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Person Specification

Essential

- Strong administrative experience supporting managers or teams
- Proficiency in Microsoft 365
- Understanding of how AI can streamline tasks and support SOP development
- Excellent organisation and communication skills
- Ability to manage multiple tasks and work independently
- Friendly and professional manner suited to a youth-focused environment

Desirable

- Experience in a charity, youth or membership organisation
- Familiarity with YFC structure and activities
- Experience supporting events
- Experience managing social media platforms

Advert — YFC Administrator

DEVON YFC ADMINISTRATOR

Minimum of 30 hours preferred, however open to discussions around full or part-time hours to suit • £13–£15 per hour

Location: Devon YFC County Office, Cheriton Bishop

The County Federation of Young Farmers' Clubs is looking for a highly organised and proactive **Administrator** to support the **County Office Team** in running a busy, friendly and youth-focused office.

You will help with membership administration, event coordination, digital communications and social media, while using Microsoft 365 and AI tools to support efficient office systems.

Key Responsibilities

- Provide administrative support to the county office team (emails, scheduling, communications)
- Maintain accurate membership records using the YFC database (training will be given)
- Assist with county meetings, competitions and events (agendas, minutes, event packs).
- Assist with updating the County website and online calendar and maintain and develop social media platforms for member engagement.
- Use Microsoft 365 for collaboration and document creation.
- Use AI tools such as Copilot to support SOP development, streamline workflows and create high-quality documents.

You Will Need

- Administration experience
- Strong Microsoft 365 skills
- An understanding of how AI can support efficient systems
- Excellent communication skills
- A proactive, organised approach
- Ability to work independently and as part of a small team

How to Apply

Send your CV and cover letter outlining your administrative experience, your Microsoft 365 skills, and how you have used (or would use) AI to improve workflows and create consistent processes to the County Organiser carilyn.govier@devonyfc.co.uk Closing Date: Friday 28th February 2026.

If you would like to discuss the role or ask any questions do get in contact using the email address or by calling the office on 01647 24120.