



Devon Federation of Young Farmers - YFC Administrator

Hours: A minimum of 30 hours is preferred, but we are open to discussing full-time or part-time hours for the right candidate

Salary: £13–£15 per hour

Reports to: County Organiser

Location: County Office. Devon Rural Hub, Cheriton Bishop, EX6 6JH

Purpose of the Role

To provide efficient and proactive administrative support to ensure the smooth day to day running of the County Office, supporting members, Clubs and the wider activities of the Federation.

Key Responsibilities

Office Administration

- Manage incoming calls, emails and general enquiries
- Maintain accurate electronic filing systems
- Support the coordination of meetings, including agendas and minutes
- Assist with diary management and scheduling
- Support the management and day-to-day operation of the meeting room, hired to third-party organisations, including diary coordination, liaison with hirers, and invoicing

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

Support for Events & Competitions

- Provide administrative support for competitions, shows and social fundraising events

Finance & Records

- Assist with basic financial administration (invoicing, payments, expense tracking). Knowledge of Xero would be advantageous
- Support record keeping for grants and funding

Communications & Social Media

- Desirable to have knowledge of social media and updating websites

6. Safeguarding & Data

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

Person Specification

Essential

- Strong organisational and time management skills
- Excellent communication (written and verbal)
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Ability to prioritise workload and meet deadlines
- Attention to detail and accuracy
- Friendly and professional manner suited to a youth-focused environment

Desirable

- Experience in an administrative role, ideally within charity or youth work
- Knowledge of the Young Farmers or rural/agricultural sector
- Experience providing office-based administrative and logistical support for events
- Familiarity with databases or CRM systems
- Experience using Xero and basic bookkeeping processes

Personal Attributes

- Friendly, approachable and professional
- Flexible and willing to support evening/weekend events (occasional)
- Team player with the ability to work independently
- Enthusiastic and proactive

What We Offer

- A varied and rewarding role within a respected rural organisation
- Opportunity to engage with a vibrant membership community
- Supportive working environment
- Company pension

How to Apply

Send your CV and cover letter outlining your administrative experience and Microsoft 365 skills to Linda Bulpin on linda.bulpin@devonyfc.co.uk. Closing Date: Wednesday 8th April 2026.

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