



## **Chief Operating Officer – Devon YFC**

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### **About Us and the Role**

This is an exciting opportunity to join one of the largest rural youth organisations in Devon as our Chief Operating Officer. The Devon Federation of Young Farmers' Clubs (DFYFC), part of the National Federation of Young Farmers' Clubs (NFYFC), supports a thriving network of 37 clubs and over 1,400 members aged 10–28.

Our mission is to provide “fun, learning and achievement” through a diverse programme of competitions, social events, agricultural activities, training opportunities and international travel, helping young people build skills, confidence and community.

DFYFC is run by its members, for its members, supported by a dedicated staff team and external board. As Chief Operating Officer, you will play a key leadership role, leading the day-to-day operations of the federation. Based in Cheriton Bishop, you will work closely with the Board of Management, staff and volunteer leaders to ensure successful delivery and long-term sustainability, while driving strategic development, strengthening partnerships, and supporting income generation through membership, fundraising, sponsorship and use of our premises. The role also carries responsibility as the organisation's Lead Safeguarding Officer, ensuring robust safeguarding practices are in place and maintained.

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### **Salary**

£45,500 - £52,000 depending on experience.

### **Hours of Work**

40hrs per week. 8:30am - 5:30 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 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. Travel costs will be reimbursed.

## **Holiday Entitlement**

28 days annual leave, inclusive of bank holidays.

## **Pension**

DFYFC 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 one, three and six months. DFYFC reserves the right to extend this period if required.

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## **Job Description**

The role of Chief Operating Officer is a senior, full time and permanent position. Line managed by the Chairman of the Board.

### **Key roles include:**

- Strategic and operational oversight of Devon Federation of Young Farmers (DFYFC)
- Designated Safeguarding lead - 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 2 to 3 staff employed by the Federation.
- Management of the day-to-day running of the premises
- Supporting members by attending/coordinating leadership support at meetings/events, these will include some weekends and evenings.
- Interaction with members (past, present and associates), committees, external partners and the board of management regularly.
- Fundraising and procuring sponsorship
- Strategic oversight of the competition, social and training programme

- Dealing with complaints and queries
  - Strategic oversight of external training opportunities with Lantra and other awarding bodies
  - Overseeing various communication strands (newsletters, social media, emails, etc.)
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## **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 NFYFC 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.
- Maximising income opportunities from the Amory building; lettings, functions, etc.
- 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 program
- Promote DFYFC 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 Members Engagement**

- Build and maintain positive relationships with members, families, volunteers, and YFC supporters by way of scheduled visits to YFC clubs and attending events (frequently 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 Southwest Area Activities Weekend with neighbouring Counties.

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

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.

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## **Person Specification**

### **Training and Education**

#### **Essential:**

- A-levels or equivalent; relevant degree or vocational qualification desirable.

#### **Desirable:**

- Degree in youth work, education, event management, rural studies, or similar.
  - Level 2 / Level 3 Safeguarding Trained
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### **Skills and Knowledge**

#### **Essential:**

- Understanding of rural communities and agricultural/youth organisations.
- Familiarity with safeguarding, GDPR, and health & safety practices.
- Excellent organisational and time management skills.
- Strong verbal and written communication.
- Ability to work independently and use initiative.
- IT proficient: Microsoft Office, email, social media, and database systems.
- Confident in coordinating events and meetings.

#### **Desirable:**

- Previous involvement in Young Farmers Clubs or similar youth/rural organisations.

- Supervisory or team leadership experience.
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## **Relevant Experience**

### **Essential:**

- Proven experience in administration, event planning, or youth work.
- Experience working with volunteers and/or young people (ideally aged 10–28).
- Budget management and financial reporting analysis.
- Leading a team
- Change management, values lead leadership.

### **Desirable:**

- Experience in social media promotion or marketing.
  - Knowledge of charity governance and fundraising.
  - Experience of using accounting software (eg. Xero, Quick books, Sage)
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## **Personal Qualities**

- Approachable, supportive, and enthusiastic.
  - Flexible and adaptable.
  - Passionate about youth development and rural life.
  - Able to work evenings/weekends as required. (e.g. for club meetings, events, competitions).
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## **How to Apply**

Please send your CV and covering letter to [carilyn.govier@devonyfc.co.uk](mailto:carilyn.govier@devonyfc.co.uk).

**Closing date:** Midnight on Wednesday 13th May 2026.

Applications will be reviewed on a rolling basis, and we reserve the right to close this vacancy early if a suitable candidate is identified. Early applications are encouraged.