



DFYFC County Administrator

JOB DESCRIPTION

Job Title:	County Administrator
Post Location:	Home & Office based. Office based at NFU Matlock (minimum 8 hours), homeworking hours optional with other locations as required – refer to note 1.
Responsible to:	Ultimately responsible to County Chairman (line manager) and Staff Management Committee.
Responsible for:	Organisational support of the Derbyshire Federation of Young Farmers Clubs

CONDITIONS OF SERVICE

DBS Checks:	As a youth organisation, all personnel must undertake an enhanced level DBS Check. This post cannot be confirmed until the outcomes of this check have been reviewed.
Hours of work:	15 hours per week depending on the level of activity within the county– refer to note 1.
Salary:	Competitive hourly rate commencing at £10/hour; reviewed after probation period.
Pension:	DFYFC operates a contributory pension scheme for its employees
Holiday:	Pro rata holiday of eighty-four hours per calendar year, inclusive of any bank holidays. Any overtime may be taken as time in lieu in agreement with the Staff Management Committee before the end of the holiday year.
Probationary period:	This post is subject to a 6-month probationary period. The Federation reserves the right to extend this probationary period.

Other conditions of service will form part of the Contract of Employment, which will be issued within eight (8) weeks of commencement.

Note 1

Mandatory for Monday and Thursday to be office based with a minimum of 4 hours per day and Thursday evenings when necessary for County meetings at the meeting location. Remaining hours to be on a Friday but can be done at home or in the office. Weekend work when necessary but will be included in that week's hours, advance notice will be given by the Staff Management Committee. This job description is not intended to be exhaustive and the responsibilities and tasks may vary from time to time and in agreement with the County Chairman and Staff Management Committee.

	Time Frame (Daily = on agreed working days)
GENERAL ADMIN	
Weekly 'catch up' with County Chairman to discuss work plan	Weekly
Correspondence - Mandatory Monday Update email and Facebook post to clubs with relevant information for the week ahead, including upcoming events, comps.	Weekly
Receipt of correspondence to the county office via telephone, text, email, post etc.	Daily
Prompt acknowledgement and/or response to all correspondence. - Ensure information is forwarded to county officers and clubs as necessary and in an appropriate manner. - If unable to respond immediately acknowledge correspondence and reply as soon as convenient in a timely manner.	Daily



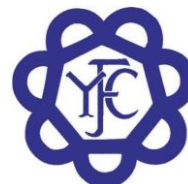
Job Specifications Continued.....

<p>General running of county office</p> <ul style="list-style-type: none"> - Ordering of stationary - Maintenance of office equipment etc - Weekly time sheets (submitted to County Treasurer by the following Monday) - Renewal and update of insurance policies as necessary 	Daily
<p>Social Media and Website</p> <ul style="list-style-type: none"> - Regular update to the county website - Use of social media to keep members up to date with relevant information - Weekly download of "once weekly" and publishing relevant information to members. 	Daily
<p>Ensure members are aware and given sufficient notice of any periods when the county office will be closed and details of alternative contacts.</p>	As necessary
<p>Be aware of the County Constitution and help to ensure the terms & conditions and procedures are followed at all times.</p>	
<p>Arrange annual renewal of gambling licence with Local Council.</p>	
<p>Finance</p> <ul style="list-style-type: none"> - Responsible for receipt of county invoices and scanning to cloud accounting software. - Liaising with County Treasurer on a weekly basis - Researching and applying for available funding and grants to suit federation's requirements. 	
<p>Responsible for application of DBS checks for members and ensuring the county is compliant with rules if required.</p>	
<p>COUNTY MEETINGS</p>	
<p>Executive, Finance & Management and Events & Activities meetings:</p> <ul style="list-style-type: none"> - booking of venue - preparation of agenda in conjunction with relevant committee chairman - circulation of minutes and agenda to club representatives and other committee members <u>no less</u> than 2 weeks prior to the meeting (in accordance with county constitution). - Attendance at meetings (unless otherwise agreed with County Chairman), including prompt arrival to prepare the meeting room and detailed minute taking. - Production of minutes and circulation to committee members no later than 2 club meetings after the county meeting. - Ensure any changes to dates, rules etc are amended on the County Programme, Rule book etc. 	As necessary
<p>Annual General Meeting</p> <ul style="list-style-type: none"> - Booking venue - Preparation of agenda and request for any motions to be circulated to members <u>no later</u> than 2 weeks prior to the meeting (in accordance with county constitution), along with voting cards etc. - Recall, ordering, engraving etc of county award trophies prior to the meeting and generation/collation of relevant certificates. 	Annual
<p>CLUB CONTACT & MEMBERSHIP</p>	
<p>Production and circulation of club officer welcome packs, to include:</p> <ul style="list-style-type: none"> - Copies of competition rule book - Club officer return forms - Welcome to chairmen, secretaries and treasurers - Basic contact information for county office. - Copy of county constitution. - Copy of county programme. - Request for information for Year Book. - Club Officer reference forms <p><i>Information to be updated annually as necessary.</i></p>	To be circulated prior to club AGMS.



Job Specifications Continued....

Generation and circulation of club and regional officer return forms.	By first club meetings in sept.
Collation of information and production of County Directory.	Immediately following County AGM.
<ul style="list-style-type: none"> - Preparation of membership forms and parental consent forms - Receipt of forms, entering onto national database and submission to National Office. - Production and distribution of membership cards, including generation of membership lists for club treasurers. - Collation, filing and confidential disposal of forms. - Ensure that all members' details are kept private and confidential adhering to the GDPR guidelines. 	<p>Outgoing treasurers to receive before club AGMs. 2 weeks turn around for all membership cards.</p>
<p>Club Officer Training</p> <ul style="list-style-type: none"> - As directed by the organiser, to include preparation of officer welcome packs. 	
<p>General/Misc</p> <ul style="list-style-type: none"> - Prompt response to member queries. Acknowledge enquiries if unable to respond immediately and respond in a timely manner. - Provide support to club officers and members. - Administration associated with discovery programme, including organising hosts for visitors and members applications to the programme. - Admin as required for various events and activities as directed by the county chairman and other committee officers. 	
<p>Year Book</p> <ul style="list-style-type: none"> - Dependent on individual editors. - Administration as directed by the editor, may include circulation of requests for information. - Prompt compilation of reports for year book, including competitions results, contact details etc. 	As directed.
AREA & NATIONAL CONTACT	
Prompt response to any correspondence from the national office or other area offices and distribution of information to county officers and members where appropriate.	
Attendance at area meetings and Area and National staff meetings (unless otherwise agreed with County Chairman).	
Assistance with organisation of Area Convention as required.	
EVENTS	
Administration associated with county events as directed by event co-ordinators and Events and Activities Chairman. May include production and distribution of promotional material and tickets/wristbands etc.	
Administration arising from EMA and Area convention	
If necessary, application for bar license as required.	
COMPETITIONS	
Preparation of County Competitions Rule Book. To include rules for all competitions, including solely county or area competitions, e.g. bowling.	Include in welcome pack.



Job Specification Continued...

<p>Competition Preparation</p> <ul style="list-style-type: none"> - Collate competition entries and liaise with co-ordinators, assisting with organisation of judges, venues, thank you letters etc as required. - Produce score sheet templates for regional and county competitions - Collate competition results and competitor details - Liaise with members involved in subsequent rounds and prompt distribution of information and final details. Clubs and individual members to be informed directly following competition that they will be representing at subsequent rounds and reminded no later than 1 month prior to next round. - Arrange replacement competitors where necessary. - Prompt forwarding of entry forms for area and national competitions and submission of parental consent forms. - Attendance at county competitions including competitions day (Saturday/Sunday) in agreement with County Chairman 	
<p>Trophies</p> <ul style="list-style-type: none"> - Recall and presentation of county trophies - Updating and engraving - Maintain records of trophy holders, including area and national trophies. - Arrange for routine valuation of trophies (no less frequently than every 10 years). 	
<p>Rally</p> <ul style="list-style-type: none"> - Liaise with and provide support to Rally committee. - Circulation of rally details and competition details. - Collation of entry forms. - Arrange for raffle tickets. - Production of competition score sheets, exhibit cards and prize cards. - Trophy recall and presentation. - Attendance on the day. 	



PERSON SPECIFICATION

Criteria	ESSENTIAL ✓ where relevant	DESIRABLE ✓ where relevant
Experience:		
1. Experience of and fluent in the use of IT – all applications of the MS Office suite	✓	
2. Experience of working with committees	✓	
3. Some experience of event organisation will be highly desirable		✓
4. Experience of working on own initiative and managing a small office environment	✓	
Qualifications:		
1. GCSE English and Mathematics	✓	
2. Administration/clerical qualification		✓
Skills & Abilities		
1. Excellent administrative skills – excellent clerical skills	✓	
2. Ability to use ICT (information, Communications Technology). Candidates are expected to be skilled users of MS Office and databases.	✓	
3. Excellent telephone manner	✓	
4. Ability to edit and produce website/social media pages		✓
5. Effective committee work skills	✓	
6. Ability to control and make good use of delegated budgets	✓	
7. Ability to take and produce minutes of meetings	✓	
8. Ability to produce draft Agendas for meetings	✓	
9. Ability to work under pressure and meet deadlines	✓	
10. Flexibility in accepting various types of work as the post requires	✓	
11. Ability to work within the Equal Opportunities Policy	✓	
12. Ability to communicate effectively including listening	✓	
Knowledge		
1. An understanding of the YFC movement and the Voluntary Sector		✓
2. Knowledge of IT software programmes such as MS Office, Accounts, etc.	✓	
3. Knowledge of rural community issues		✓
4. A clear understanding of the importance of confidentiality	✓	
5. Knowledge of relevant equal opportunities issues		✓
Personal		
1. The ability to use tact and diplomacy when required	✓	
2. An interest in new developments in services for young people	✓	
3. Excellent interpersonal skills	✓	
4. Enthusiasm, commitment, time-management and self-motivation	✓	
5. Be able to work some evenings – to attend events and meetings with the YFC membership and volunteers	✓	
6. A current driving licence and access to a vehicle that the post-holder is willing to insure and use for business in return for an agreed mileage rate	✓	