



INFORMATION PACK
FOR
CHESHIRE YFC
COUNTY COORDINATOR
VACANCY

Cheshire YFC County Coordinator

We are seeking a self-motivated individual, with excellent organisational, communication and IT skills. The successful candidate will have a flexible and responsive approach coupled with the ability to prioritise and work with minimum supervision

You will provide support to the volunteer members, clubs, officers, and supporters of this youth organisation through competitions, social events, and meetings.

You will be expected to work on average 30 hours per week on a self-employed basis. The hours will be flexible but 50% of the work will be weekends and evenings between the hours of 7pm to 11pm for meetings and competitions.

The job description, person specification, and application details for the post can be found at www.cheshireyfc.co.uk.

Applicants should submit a detailed CV and Personal Statement with covering letter either by email to treasurer@cheshireyfc.co.uk or through Indeed using the following link <https://goo.gl/KPNGcT>. The closing date for applications shall be 12 noon on Friday 23rd February 2018. All applications should be marked private and confidential.

Cheshire Federation of Young Farmers' Clubs Job Description for the post of Coordinator

Purpose of the post:

The Coordinator will provide support, direction and leadership to the elected officers of the federation; and ensure the federation operates efficiently and within the funding available.

Comprising of 11 clubs, the Cheshire Federation of Young Farmers' Clubs has 700 members aged 11 to 30 years. It is a democratic youth organisation with a focus on agriculture and rural topics. It provides opportunities for the personal development of its members through competitions, skills acquisition as well as combating social isolation through a dynamic programme of social events.

The federation is a registered charity, with its charitable purpose being to advance the education of young members of the public at large in agriculture, crafts, rural life and related subjects; and promote the provision of recreation and other leisure time occupations, so that they may grow as individuals and members of the community. This is achieved through learning and personal development, social interaction and fun in a safe environment.

Responsible to: Top Table.

Hours of work: 30 hours per week with a requirement of which approx. 50% is evening and weekend work for which a time off in lieu policy will operate.

Usual place of work: Own premises. The majority of meetings are held at Byley, Middlewich

Equipment: To provide own equipment. A photocopier is provided which you would need to house

1. Responsibilities of the role

1.1. *To develop and regularly update a strategic plan for the Federation.*

- 1.1.1. Through consultation and inclusion of stakeholders, provide the elected officers with the information and tools required to create and regularly update a strategic plan for their federation.
- 1.1.2. Prepare the necessary action plans to ensure delivery against the strategic plan.
- 1.1.3. Support the Federation's Top Table in its decision-making function by providing evidence, financial information and advice.

1.2. *To give direction and leadership to the elected officers of the Federation, the county and the clubs.*

- 1.2.1. Support the elected Chair of the Federation and other elected office holders.
- 1.2.2. Identify the training needs of the members of the Federation.
- 1.2.3. Attend committee meetings and support two-way communications between those committees and the Federation's membership.

1.4. *To develop the profile of the Federation.*

- 1.4.1. Actively promote the Federation to potential commercial sponsors, grant holders and other organisations.
- 1.4.2. Actively promote the Federation through the county-wide media, both electronic/broadcast and printed.
- 1.4.3. Promote the opportunities available to young people through the Federation and support member clubs with the recruitment and retention of members.
- 1.4.4. Support clubs in developing promotional material.

1.5. *To modernise the way in which the Federation operates.*

1.5.1. Optimise and modernise the Federations business operations.

1.5.2. Implement the use of digital media across the Federation's business operations.

1.5.3. Support the Federation's Executive Committee and Top Table to engage a new 'bank' of talents, skills and experience from enthusiastic and capable volunteers to support the delivery of the Federation's business operations.

1.6. *To provide a secure and consistent link between the Clubs and the Federation*

1.6.1. Keep up to date with current policies and guidance and initiatives and disseminate within the Federation as appropriate.

1.6.2. Encourage and support strong links between all stakeholders.

1.6.3. Ensure clubs have access to the DBS service and understand their responsibilities with regard to child protection, health and safety and risk assessments and ensure the clubs operate responsibly.

2. **Accountability, limit of authority and reporting**

2.1. Supported by the County Treasurer and Top Table, work within the Federation's agreed annual budget.

2.2. Attend meetings as required at individual club and Federation levels.

2.3. Prepare and present reports to the Top Table and Executive Committee meetings. The contents of the reports to be agreed with the Top Table.

2.4. Undertake any other duties commensurate with the level of this post as requested by the Top Table

3. **Other duties**

3.1. This job description summarises the key responsibilities and duties of the role. The post holder may be required from time to time to carry out other reasonable requests and duties as required.

3.2. This job description may be subject to change. Any proposed changes will be discussed fully with the post holder.

3.3. There is a responsibility for the post holder to act sensibly and reasonably at all times, complying always with the requirements of the law and regulation.

4. **Salary range**

The minimum annual salary for this post is £12,000. Salary will be reviewed after 6 months.

5. **Probationary period**

The probation period for this post is 6 months. The Federation reserves the right to extend this period.

6. **Disclosure & Barring Service (DBS) – formerly Criminal Record Bureau Check (CRB)**

As a youth organisation, the post holder must undertake an enhanced level DBS Check. This post cannot be confirmed until the outcome of this check has been reviewed. It should be noted that should the post holder's DBS status change during employment, the Top Table must be informed immediately, with the post holder's position being reviewed by the Board of Management.

7. **Transport**

7.1. Access to a vehicle is essential. The successful applicant shall be prepared to use their own vehicle in connection with their work for which no mileage allowance is available.

8. **Contract**

8.1. The anticipated starting date would be 1 May 2017 (or later by agreement). A contract will be issued within 8 weeks of commencement of the post and will contain all relevant conditions of service.

9. **Diversity**

The post holder shall through personal example, open commitment and clear action, should ensure that diversity is positively valued at all levels within the Federation. The post holder shall display impartiality and integrity at all times, with no club or individual being given unfair advantage over others at any time.

Person Specification

Criteria	ESSENTIAL 	DESIRABLE 	Where assessed?
1. Personal			
1.1. Excellent attention to detail to ensure consistently high standards of content and design in all media.	✓		Application & interview
1.2. Excellent interpersonal and communication skills.	✓		Interview
1.3. Full driving licence.	✓		Driving Licence
1.4. Access to vehicle to travel.	✓		Application & interview
1.5. An outgoing and confident personality. Excellent people skills.	✓		Interview
2. Experience:			
2.1. Experience of developing strategy and policy.	✓		Application & interview
2.2. Experience of stakeholder engagement. Engagement of young people will be advantageous.	✓		Application & interview
2.3. Strong leadership experience, able to motivate and influence others.	✓		Application & interview
2.4. Experience of project management.	✓		Application & interview
2.5. Experience of organising/facilitating fundraising events.	✓		Application & Interview
2.6. Proven experience of providing development support and advice to a range of local/regional/national stakeholders.	✓		Application & Interview
2.7. Experience of producing written reports.		✓	Application & Interview
2.8. Experience of producing marketing and fundraising material.		✓	
3. Qualifications:			
3.1. Educated to degree level or equivalent demonstrable experience.		✓	Application
3.2. Evidence of continued professional development.	✓		Application
4. Skills & Abilities:			
4.1. Excellent inter-personal skills with a proven ability to promote teamwork and youth participation.	✓		Application & Interview
4.2. Good writing skills and ability to write succinct reports.	✓		Application & interview
4.3. Ability to work on own initiative and as part of a team with a can do approach.	✓		Application
4.4. IT - skilled user of digital media (MS Office, database and social media).	✓		Application

4.5. Ability to work under pressure and meet deadlines.	✓		Application & Interview
4.6. Ability to work flexibly –evening and weekend working is a requirement of the post approx. 50%	✓		Interview
5. Knowledge:			
5.1. Understanding of a membership organisation, structures, governance and practices.	✓		Application& interview
5.2. Experience of working successfully with volunteers.		✓	Application and interview
5.3. A clear understanding of rural/agricultural/countryside issues.		✓	Application & interview
5.4. An understanding of the issues facing young people living and working in rural Cheshire.		✓	Interview
5.5. An understanding of the marketing needs and channels available to the organisation.		✓	Application & Interview
5.6. Knowledge of the Young Farmers Club movement.		✓	Interview

Coordinator Obligations

- Report to and take direction from the Finance and Management and Executive Committees. ☐ Between them attend all Cheshire County Federation of Young Farmers' Clubs ("County") committee and competition meetings,
- Draft, type and circulate agendas and minutes of all meetings in a timely manner ☐ Action outcomes of meetings.
- Provide support for the Top Table in carrying out their duties and responsibilities in a timely manner and both parties to liaise on a regular basis.
- Booking of rooms, halls, entertainment etc for county events.
- Maintain a comprehensive /record system.
- Produce schedules for all competitions and circulate relevant documentation for these as well as uploading to the website.
- Invite judges for all competitions, following discussions with appropriate committees. Letters or emails where appropriate, purchase thankyou gift, written vote of thanks to all judges following the events.
- Maintain a comprehensive record of Moody Bowl point's allocation for all clubs ☐ Following competitions circulate all results to clubs in a timely manner.
- Maintain up to date records of trophy and award holders. Organise supply of replicas and awards as appropriate.
- Annual Rally – liase with the Top Table all aspects of this event including arrangements of printing, judges, invitations, stewarding, time tables, presentation of awards, programme etc, also full arrangements for 'After Rally dance'.
- Support and liaise with the Toplink Team, Website Officer and Publicity Officer, on a regular basis. ☐ Maintain comprehensive records of judges and officials for each County year.
- Aid and support to the County sub-committee's (i.e. sport, stock judging, senior debate, etc).
- Update and maintain County website, Facebook and Twitter accounts and to keep up to date with all forms of social media.
- To maintain a comprehensive up to date membership and to check all member's eligibility prior to the start of all competitions.
- DBS check all Club Chairs and store securely relevant information and provide a Central Record.
- Organise and collect printing as and when required.
- Support all member clubs by
 - a. Providing member clubs with information on all County matters, as required.
 - b. Liaising with member clubs and assist them in promotion, when required.
 - c. Provide training for all Club officials.
 - d. Aid where required to support member clubs top table.
 - e. Record all Club activities and events on the County website. ☐ Attend all County events.
- Sponsorship – liase with current sponsors and source future funding.

SCHEDULE 2

Cheshire County Federation of Young Farmers' Clubs

Service Level Agreement for Correspondence with Clubs -

County Top Table = Chairpersons, Vice-Chairpersons. President, Deputy President and Treasurer.

Type	Output	Distribution	Time
County Top Table Meetings	Agenda	County Top Table	14 days prior to meeting
	Minutes	As above	5 days after meeting to County Top Table
F&M Meeting	Agenda	F&M delegate for every club Chairman of Trustees Prior years Federation Chair people County Top Table	14 days prior to meeting
	Minutes	As above	5 days after meeting to County Top Table 14 days after meeting to rest
Executive Meeting (incl. pre and post rally meetings)	Agenda	Chairman, Chairlady & Secretary for each club Prior 4 years Federation Chair people County Top Table Membership Secretary Toplink team, Publicity Officer and Website Officer Sub-Committee Secretaries and Chair people	7 days prior to meeting
	Minutes	As above	15 days after meeting to County Top Table 20 days after meeting to rest
AGM/ EGM	Agenda/ Accounts/ Minutes of previous years meeting.	Letter in post/email as appropriate to each <ul style="list-style-type: none"> • Club Chairman and Chairlady • Club secretary (10 copies) • Top Table • Honorary members • Vice presidents • Trustees • Club President • Sub committee reps 	In post/email as appropriate 28 days prior to AGM

	Minutes	To County Top Table Rest of attendees	14. days after AGM With Agenda for next years
Rally	Comp rules/ date & times	Club Secretary Club Chairman and Chairlady County Top Table	60 days before Rally date
Cheshire Show	Comp rules/ date & times	Club Secretary Club Chairman and Chairlady County Top Table	60 days before Rally date
Sports	Rules, Draw and Time	Chairman, Chairlady and Secretary for each club, and County Top Table	30 days before competition start date
Junior Quiz	Draw and rules Venue, time and speech title	Secretary and Chairperson for each competing club County Top Table As above	30 days prior to first round Before 11am Monday 7 days before round date
Senior Debate	Draw and rules Venue, time and titles	Secretary and Chairperson for each competing club County Top Table As above	30 days prior to first round Before 11am Sunday 8 days prior to round date
Stock judging	Venue, time and Date	Secretary and Chairperson for each competing club County Top Table	30 days before competition start date
Entertainments	Venue, date, time and rounds Rules and draw	Secretary and Chairman and Chairlady for each club County Top Table As above	45 days before competition start date 30 days before competition start date
All Other Competitions e.g. Hobbies and Pastimes, Farm Planning, Northgate Sports Evening etc.	Venue, date, time and rules Any other appropriate information	Secretary and Chairman and Chairlady for each club County Top Table As above	30 days before competition start date 14 days before competition start date

Invites to judges and stewards	Invite/ confirmation letter Letter	Relevant judge and steward Relevant judge and steward	Four weeks prior to event where possible 14 days before competition start date where possible
Thank you to judges, hosts, helpers and sponsors	Letter	Judge, host or helper	14 days after relevant competition/ help
Social Events eg Summer Ball, Christmas Ball Carol Service	Support County Top Table in organising	County Top Table	As and when needed
Reply to Correspondence	Letter	Reply to letter	20 days after receipt of letter