



Brecknock Federation of Young Farmers' Clubs  
Clybiau Ffermwyr Ifanc Brycheiniog  
Brecknock YFC Office, Hay & Brecon Farmers, Ffrwdgrech Industrial Estate, Brecon, Powys, LD3 8LA

## Brecknock Federation of Young Farmers Clubs Wish to appoint a Federation Support Officer

<b>Responsible to:</b>	Federation Manager, County Chair and Chair, Board of Management.
<b>Responsible for:</b>	Other staff who provide support to the federation on a voluntary basis.
<b>Hours of work:</b>	28 hours per week with a requirement for occasional evening and weekend work for which a time off in lieu policy will operate.
<b>Usual place of work:</b>	Brecknock County Federation YFC office, Ffrwdgrech Industrial Estate, Llanfaes, Brecon and home working.

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### Responsibilities of the role

1. To be responsible for the management of the membership database and attendance figures.
2. To be responsible for updating social media and the county website.
3. General office support, including dealing with incoming calls and enquiries, handling financial receipts, generating invoices, administration of email groups.
4. Preparing information for YFC members and circulating same, including helping with the publication of the annual Beacon.
5. To help organise a program of events for the organisation, including competitions, fundraising, educational and social.
6. To be available for attendance at evening meetings and major YFC events (for which time off in lieu and travel costs will be allowed) as agreed with the Events Manager.
7. To develop and administer grants received to ensure the maximum benefit for members and the Federation, whilst meeting the terms of any grants provided.
8. With the events manager and county officers, be responsible for safeguarding issues across the Federation. Specifically, to ensure appropriate DBS checks are in place and to help ensure members and volunteers are aware of their role and responsibilities with regards to safeguarding.
9. In due course the nature of the services may change and develop and as a consequence from time to time this job description may be amended and altered. Such alteration will not be made without prior consultation with the person who holds the post.

### **Further information**

1. **Salary range**  
The annual salary for this post is £18,000 (pro rata, based on a 37-hour week).
2. **Pension & Benefits**  
The Federation offers the benefits of a contributory pension scheme upon the satisfactory completion of a probation period of pre-determined duration. For this post, the Federation will annually contribute 6% of salary.
3. **Annual leave**  
25 days (pro rata based on 37-hour week), plus 8 Public/Bank Holidays.
4. **Probationary period**  
The probation period for this post is 6 months. The Federation reserves the right to extend this period.
5. **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 chair of the Board of Management must be informed immediately, with the post holder's position being reviewed by the Board of Management.
6. **Transport**  
Access to a vehicle is essential. The successful applicant shall be prepared to use their own vehicle in connection with their work for which a mileage allowance can be claimed.
7. **Contract of employment**  
A contract of employment will be issued within 8 weeks of commencement of the post and will contain all relevant conditions of service.
8. **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.
10. To co-operate with their employer and follow health and safety advice and instructions
11. To abide by the principles and practice of equality of opportunity as laid down in the Federation's Equal Opportunities Policy

Completed applications can be submitted by email to [brecknock.yfc@hotmail.com](mailto:brecknock.yfc@hotmail.com) or by post to Chair, Board of Management, Brecknock County Federation YFC, Ffrwdgrech Industrial Estate, Llanfaes, Brecon LD3 8LA. The closing date for applications shall be 12 noon on Tuesday 21<sup>st</sup> September 2021. All applications should be marked private and confidential.