



Lincolnshire Federation of Young Farmers' Clubs

Job Description

Job Title: New Club Co-ordinator
Post Location: Bourne Area
Responsible to: Strategic Development Manager
Salary Scale: Hourly Rate of £10/hour
Contract Duration: 12 weeks

Job Purpose:

- To develop a new club/new clubs for the Lincolnshire Federation of Young Farmers' Clubs

Main Responsibilities, Tasks and Duties

To work with the Strategic Development Manager to open new clubs by:

- Source a suitable venue
- Plan a 2 month programme
- Assist the SDM with sharing marketing materials
- Running weekly club meetings and engaging with potential members in order to source future Chairman, Secretary and Treasurer within 12 weeks of the first club meeting.
- Direct sourcing of members eg: schools and dealers.
- The post holder will be required to undertake an enhanced DBS, plus carry out their duties in accordance with NFYFC policies.

Qualifications and Experience

- Attention to detail is crucial
- Experience in using social media in a positive way
- Knowledge of the YFC movement is essential
- Computer literacy

Personal Qualities

- An enthusiastic, fun loving nature
- The ability to engage with young people
- Flexibility, as this post will include evening work
- A sense of humour
- Work unsupervised and sometimes under pressure

Hours

- An average of 4 hours per week to include one evening meeting per week of 2 hours. Plus 2 hours of preparation time per week, for up to 12 weeks.

Pay

- £10 per hour.