

Job Description

Job Title	Activity Lead (Bank staff) x6
Location	Remote
Hours	Bank hours
Salary	£14 – £18 per hour (<i>dependant on experience</i>) plus mileage expenses
Report To	Assistant Events Manager
Annual Leave	N/a

Job purpose:

The Activity Lead (Bank) Staff Member for the Young Farmers' Clubs of Ulster (YFCU) will support and execute engaging events and activities for young people across the region of Northern Ireland.

This role involves coordinating and leading a diverse programme of events and activities that foster personal growth, teamwork, and leadership skills among members. The Activity Lead will adapt to business need and function through roles such as Event Coordinator, Facilitator, Event Support or Instructor and will require the staff member to work closely with the YFCU team to ensure a safe and inclusive, environment, inspiring young people to explore their potential and connect with their rural communities.

Key Accountabilities and Responsibilities

- Execute YFCU event or activity according to training and relevant guidelines
- Act as a point of contact for all on-site queries (from members, judges, stakeholders etc.) during event/ activity
- Represent YFCU in a professional capacity whilst at event/ activity
- Liaise with external stakeholders (including venues, caterers)
- Communicate with people on all levels, including grassroot members, judges, volunteer stewards, Presidential team, Sponsors and YFCU Staff
- Act in a timely and efficient manner, ensuring information is accurately communicated to/ from event/ YFCU HQ
- Adhere to guidelines set by YFCU Headquarters (including but not limited to):
 - Event format or structure
 - Rules or guidelines (ref. competitions)
 - Risk Assessment completion and adherence
 - Policies & procedures (First Aid, Safeguarding, etc.)

Competitions and Events Duties

- Registration list check and welcoming of members to event or competition
- Recording and maintaining accurate records of late arrivals and no shows to competitions and reporting of information to relevant YFCU HQ staff member(s)
- Liaising and coordinating external facilitators for the smooth running of a competition or event
- Note and be able to hare relevant feedback on the event/ competition to YFCU HQ
- Accurately record any specific issues that were raised by volunteers or judges and share with relevant staff members in HQ

- Act as point of contact for all enquiries regarding event and be able to sign post to further support or contacts

Activities Duties

- Follow training materials provided to be able to accurately and effectively deliver training to Young Farmers Clubs of Ulster members across Northern Ireland, on topics such as First Aid, Safeguarding, Farm Safety and Office Bearer (*relevant training will be provided by YFCU HQ*)
- Coordinate external facilitators to delivery training or workshop in line with YFCU strategic objectives
- Facilitate relevant information sessions when requested
- Coordination of focus group including facilitating, information gathering and recording and communicating with YFCU HQ

General

The key responsibilities above give a broad outline of the functions of the post. However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of the post as allocated by your line manager as part of working in a small team to deliver for YFCU from time to time.

- Members of staff are expected to treat those, with whom they come into contact, in a courteous and respectful manner in accordance with YFCU policies and procedures.
- Staff are expected to demonstrate their commitment to YFCU by their regular attendance and the efficient completion of all tasks allocated to them.
- Staff must take care of their own health and safety and that of people who may be affected by what they do (or do not do) and must co-operate with others on health and safety, and not interfere with, or misuse, anything provided for their health, safety or welfare.
- Staff must follow the training they have received when using any work items their employer has given them.
- The post holder will maintain high standards of personal accountability

Person Specification

Essential	Desirable
Qualifications <ul style="list-style-type: none"> Minimum GCSE in Maths & English with grade C or above 	
Experience <ul style="list-style-type: none"> Demonstrable experience of organising and prioritising workload 	<ul style="list-style-type: none"> Events management experience for 50+ people Training delivery experience in a formalised setting Team leading experience Volunteer management experience <p><i>Experience can be voluntary or paid</i></p>
Skills and abilities <ul style="list-style-type: none"> Organised and ability to prioritise tasks Punctual and ability to work to strict time frame Professional The ability to work on own initiative and to use initiative to real time problem solve and make decisions Ability to adapt quickly Can do attitude Be a motivated team player and ability to work by yourself Clear communicator 	

<ul style="list-style-type: none"> • Personable and willing to build excellent professional relationships 	
<p>Knowledge</p> <ul style="list-style-type: none"> • Proficient IT knowledge with Microsoft Office package including Word, Excel, Outlook, PowerPoint • CRM information systems 	<ul style="list-style-type: none"> • Understanding and/ or interest in Young Farmers' Clubs of Ulster and rural communities
<p>Circumstances</p> <ul style="list-style-type: none"> • Full, clean UK driving license and access to vehicle for business purposes • Right to work in the UK • Due to the nature of the role, the postholder must be of an age to be able to complete an Access NI check 	