

WALES FEDERATION OF YFC

Job Description

Job Title: Event Administrator (Temp)

Responsible to: Finance & Administration Manager

Background to organisation

The Wales Federation of YFC is a voluntary youth organisation, working mainly in rural Wales. Membership is open to all young people between the ages of 10 and 26 years. The movement offers many opportunities for young people's development, through a wide range of educational, international and social programmes. The YFC is a democratic organisation, run by the members, for the benefit of the members.

Main Purpose of Role

The post holder will assist the Finance & Administration Manager setting up and delivering the 'Young people's Village (YPV)' for 2022 for The Wales Federation of YFC

Main Duties

- Providing administrative support to the Finance & Administration Manager in relation to the YPV.
- Arrange with suppliers the required infrastructure as required by Finance & Administration Manager
- Working closely with Suppliers to provide them with details of the site and their requirements as a supplier.
- Assist in the setting up and running of the YPV under the direction of the Finance & Administration Manager.
- Engage with members and potential customer throughout the booking process

Person Specification

Essential Criteria

- Experience working with third party organisations
- Strong motivational skills.
- Strong organisational skills.
- The ability to work to one's own initiative, as well as part of a team.
- Experience of working in a busy organisation, where demands on time can change from day to day.
- Confident with using Microsoft Office products effectively.
- The ability to maintain professional boundaries at all times.
- Ensure a professional attitude is maintained at all times in respect of confidentiality.
- Consideration and respect for the opinions, circumstances and feelings of colleagues, members, volunteers and stakeholders – treating individuals with respect, and recognising the diverse range of needs.
- Taking personal responsibility to make things happen and to deliver a consistently high quality service.

Desirable Criteria

- A good understanding of the Movement's work.

Line Management

The Chief Executive Officer of Wales YFC is the line manager. All of the movement's staff are accountable to Wales YFC Council through the Federation's Chairman and the Personnel and Remuneration Committee.

Base

The post holder's base will be the YFC Centre, Royal Welsh Showground, Builth Wells, however flexibility will be considered for part of the working week. Work will also take place regularly away from the office base.

Travelling

It is essential that the successful applicant has a full current driving licence.

Conditions

The officer will be required to work 22 hours per week. The officer will also be required to work evenings, as well as some weekends. Time off in lieu will be given for any additional time worked per week over the 22 hours.

Annual Leave

24 days annual leave is permitted on a pro-rata basis, additional to the statutory days.

Contract

This position is a temporary contact until 31st August 2022

Salary & Pension

The salary attached to this post is a £10 per hour worked

The Wales Federation of YFC will contribute towards a pension scheme.

Termination of Post

The post may be terminated by either side following one month of a written notice.

Role supported by:



Llywodraeth Cymru
Welsh Government

