



WALES YOUNG FARMERS' CLUBS

JOB DESCRIPTION

Role:	Chief Executive
Reporting to:	Chair of Wales YFC and Chair of the Personnel and Salaries Committee
Salary:	£40,000 - £45,000

Wales YFC Background

Wales YFC is a voluntary youth organisation working predominantly in Wales. Membership is open to all young individuals aged between 10 and 26. The movement offers a number of development opportunities for young people, through a range of educational, international and social programmes. YFC is a democratic organisation, which is run by its members for its members.

Main aim of the role

This is a unique opportunity to lead one of the best youth movements in rural Wales.

In conjunction with the Management Board, the Chief Executive is responsible for the strategic development of Wales YFC, including developing the status and profile of YFC in Wales and across the board to support its members and work in partnership with key individuals and organisations.

The Chief Executive is also responsible for ensuring that a variety of relevant programmes and initiatives are provided in line with the needs and aspirations of its members, and that these are provided in an engaging and effective manner. Strong financial management, along with leadership and development of the central staff team are also key responsibilities of the post.

Main Responsibilities

- Lead, manage, motivate and develop Wales YFC staff, ensuring that they are given the relevant support and training.
- Assume the role of Company Secretary and ensure that there is an effective, professional and robust governance structure, which enables the democratic institution to develop.
- Offer proactive leadership, advice and support to the Wales YFC Council, Sub-committees, County Federations, Wales YFC and County Federation staff and volunteers who participate with the Movement.
- Manage the successful development, implementation and monitoring of the Wales YFC Business Plan, ensuring that the organisation is fit for purpose.
- Develop, implement and monitor robust administration, communication and ICT strategies.
- Create strategic documents on behalf of the Organisation, including action plans and documents for funders.
- Ensure that all new work programmes and initiatives are delivered in an efficient and professional manner.
- Lead and manage the Organisation's funding processes on a national level, building on existing funding partnerships and sponsorship, as well as identifying new relevant sources, including providing guidance and support to the County Federations in their efforts to secure funding.
- Bringing new ideas and opportunities from a variety of sources to the attention of its membership, including those from other countries and facilitating their implementation where required.
- Maintain communication and close links with members, Clubs and County Federations across Wales, along with relevant contact with YFC movements in other countries, particularly in the UK

- Ensure a strong presence for Wales YFC as a key partner in the following areas: Youth Work, the Welsh Language, Business Development, Agriculture, the Environment and Rural Affairs, particularly , particularly from the perspective of Welsh Government and other relevant stakeholders.
- Ensure that the Movement contributes to policy development in areas relevant to the activities and development of the organisation, and fosters a meaningful relationship with key ministers and politicians.
- Effectively implement policies, procedures and legislation relevant to the effective running of the organisation now and in the future.
- Operate as an advocate for all that the Organisation represents, ensuring that the public image and profile of Wales YFC are positive.

PERSON SPECIFICATION

Essential Criteria

- Degree or equivalent qualification in a subject that's relevant to the post
- Proven management, leadership and staff development skills, setting high standards for performance, as well as encouraging and empowering colleagues
- Clear innovative and strategic thinking
- Experience of financial management, including budget management and reporting, financial forecasting and managing costs
- Experience of fostering and maintaining collaborative, meaningful and beneficial partnerships and networks at a strategic level
- High standard of communication, negotiation and influencing skills in both English and Welsh, with the ability to deliver presentations and speak publicly with staff and various audiences skilfully and confidently
- Experience of working and communicating with young people
- Strong organisational skills and the ability to deliver a consistently high standard of service
- A self-motivated and flexible individual who is able to adapt and respond positively to change and able to work effectively and quickly under pressure
- Excellent bilingual written and oral skills (Welsh/English)
- Confident in using IT, including Microsoft Office and social media
- Ability to work professionally on all occasions, demonstrating the Nolan principles
- Current driving license and use of a car for business purposes

Desirable Criteria

- Professional qualification in an area involving people management, or equivalent
- Good understanding of the Organisation's work
- Good knowledge of Wales and a range of useful contacts and networks
- Experience of securing sponsorship or securing new work contracts by responding to tenders, bidding for strategic funding, public grants, establishing partnerships etc.
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Line Management

The line manager for this role is the Chair of Wales YFC, supported by the Chair of the Personnel and Salaries Committee. All staff within the organisation report to Wales YFC through the Chair of the Organisation and the Personnel and Salaries Committee.

Location

The post holder will be expected to spend a percentage of time at the Wales YFC Centre, on the Royal Welsh Showground in Builth Wells (number of days to be agreed). The Organisation appreciates the need for flexibility and it would be possible to discuss an element of remote working if required. As this is a National post, regular travel within Wales and occasionally further afield is unavoidable.

Terms

The normal working hours for this post are 37.5 hours per week. However, you will be required to work additional hours in order to meet the requirements of the post effectively, including working evenings and weekend (with the ability to reclaim hours).