

## **WALES FEDERATION OF YFC**

### **Job Description**

**Job Title:** Administrator Assistant

**Responsible to:** Chief Executive Officer

### **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 28 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 be responsible for providing consistently efficient and professional administrative support for the Federation.

### **Main Duties**

- To be the first point of contact for all enquiries made to the YFC Centre, in writing, on the telephone or electronically.
- To be responsible for providing efficient and professional administrative support to the YFC, for all activities under the specified work stream.
- To be responsible for providing efficient and professional administrative support to ensure the smooth running of the YFC Centre throughout the year.
- Provide administrative support to the Wales YFC Officers.
- Provide administrative support to committees that may include publishing agendas and recording minutes.
- To ensure accurate records are kept of all activities under the work stream.
- To collate relevant monitoring information in line with the wishes of the Federation.
- To ensure comprehensive monitoring and filing of all media references to the organisation.
- To be responsible for ensuring a comprehensive archiving system is kept up to date, in line with the wishes of the organisation.
- To co-ordinate Federation databases.
- All other duties as agreed by the Chief Executive/Operations Manager of Wales YFC.

### **Person Specification**

#### **Essential Criteria**

- 5 GCSE's (or equivalent) at Grade C or above.
- Experience of working in a busy organisation, where demands on time can change from day to day.
- Strong self-motivational skills.
- Strong organisational skills.
- The ability to work to one's own initiative, as well as part of a team.
- Confident with using Microsoft Office products effectively.
- Basic training on SAGE desirable but not essential.
- 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 deliver a consistently high quality service.

#### **Desirable Criteria**

- A good understanding of the Movement's work.
- The ability to speak Welsh is desirable but not essential.

**Line Management**

The Operations Manager 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.

**Location**

The post holder's base will be at the YFC Centre, Royal Welsh Showground, Builth Wells. The post holder will be required to work daily from this office. Periodically work will take place away from the office base.

**Travelling**

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

**Conditions**

The normal working hours for this post are 21 hours. The working hours can be flexible during the week. However, you will be required to work additional hours occasionally to meet the requirement of the post effectively with the ability to reclaim hours.

**Annual Leave**

24 days annual leave is permitted, additional to the statutory days. This will rise to 29 days following five years of service.

**Contract**

There will be a probation period of 6 months.

**Salary & Pension**

The salary attached to this post is a spot payment of **£21,500 (pro rata)**

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.