



### **Job Description**

**Post Title:** Membership & Competitions Administrator

**Salary:** Dependant on Experience

**Location:** YFC Office  
Newark Showground  
Winthorpe  
Newark NG24 2NY

**Responsible to:** County Development Officer and Staff Management Committee

**Job Purpose:** To provide administration support to the Nottinghamshire Federation of Young Farmers Clubs and the County Development officer.

#### **Key Tasks:**

##### Administration:

- The management of the YFC Database
- The management of the competitions Programme
  - Bookings
  - Collate competitions entries and liaise with competitions committee
  - Generate Entry Forms and rules
  - Completion of Entry forms for Area and National Competitions
- Answering telephone and email enquiries
- General Administration for YFC Events, to include; Rally, County Show, Social Events and AGM.
- Any other work deemed necessary.

#### **Employment Particulars:**

**Salary:** Dependant on experience

**Hours:** Part Time post consists of 15 hours a week, to be worked flexibly to suit the applicant and the organisation.

**Deadline for Applications** 4<sup>th</sup> September 2015

**Proposed Start date** September 2015

Other conditions of service will form part of the Contract of Employment, which will be issued within eight weeks of commencement.