

The Scottish Association of Young Farmers Clubs is currently going through an exciting period of development and this is a great opportunity to join the team supporting Clubs and volunteers. We have ambitions to grow and improve on the events and activities provided to members. To help us on this journey we are looking for a passionate and motivated member of staff to join our dynamic team.



The Admin Assistant will be working closely with the Chief Executive and other SAYFC staff members to provide high quality administrative duties and be the first point of contact to manage general enquiries.

## THE ROLE

<b>Job Title:</b>	<b>Administration Assistant</b>	<b>Pay Band:</b> £18k to £21.5k
<b>Hours:</b>	Full time, 35 hours per week	<b>Location:</b> Hybrid, home & office working
<b>The Team:</b>	The Scottish Association of Young Farmers Clubs provides a social network and personal development opportunities for over 3,000 young people in rural Scotland.	

## WHERE YOU WILL FIT

Chief Executive		
Development & Events Manager	Comms & Agri Affairs Manger	North Events Manager
Development Officer (West & East Region)	Development Officer (North Region)	<b>Administration Assistant</b>

## WHAT WILL YOU DO?

- Be the first point of contact for enquiries, providing high quality customer service and directing calls & correspondence
- Undertake a range of administration tasks including maintain membership database, updating the SAYFC website, coordinate new member enquiries, stock orders, ticket orders, assist the Chief Executive when required.
- Assist with administration and delivery of activities planned for the Royal Highland Show

## WE ARE LOOKING FOR SOMEONE WHO?

- Is a natural and effective communicator, passionate about delivering excellent customer service
- Will thrive in a busy and dynamic role and is able to engage in challenges with optimism and resilience
- Is able to work efficiently and effectively to manage multiple priorities and deadlines
- Has experience of working on their own initiative to achieve individual and team objectives
- Has a fine attention to detail and can process paperwork and computerised administration tasks in a timely and accurate manner. Proficient in Microsoft Office, particularly Word and Excel.
- Holds a valid driving license

## PERKS!

- Great holiday package! 30 days annual leave (including bank holidays). After one year's service you will be entitled to an additional 2 days' holiday for each additional year's service up to a maximum of 34 days' leave entitlement.
- Flexible working! Where operationally possible, you can work hours to fit in with other commitments.
- SAYFC will contribute 5% of your salary to a pension scheme

## ABOUT SAYFC

SAYFC is a membership organisation for and run by young people from across Scotland. We are Scotland's largest rural youth organisation with over 3,500 members and provide a social network full of opportunities to meet new people, share new experiences and grow skills across the arts, rural and agri, personal development and sport.

Divided into the regions of Scotland – West, East and North – SAYFC's strength is its local network which is made up of 71 of clubs.

SAYFC Vision:

Young people in rural Scotland are supported to reach their full potential

SAYFC Mission:

SAYFC supports, enables and inspires young people in rural Scotland to:

- Meet other young people and develop positive, supportive and social networks
- Broaden their perspectives through new experiences and thinking
- Access opportunities for training and development both personal and professional
- Have a voice in decision-making
- Make positive contributions in their communities

## HOW TO APPLY

Simply email your CV along with covering letter to [penny@sayfc.org](mailto:penny@sayfc.org)