

Job Title	Agri & Rural Affairs Partnership Manager
Location / Based	Hybrid: Young Farmers Centre
Reports To	Chief Executive
Job Summary:	<p>The Agri & Rural Affairs Partnership Manager will lead in the following areas:</p> <p>Agri & Rural Affairs: Promote, identify and drive personal development opportunities and events for SAYFC members on agricultural and rural issues.</p> <p>Partnership Development: Develop partnership opportunities with current and new partners across the organisation including sponsorship for SAYFC events & projects.</p>
Key Responsibilities:	<p>Agri & Rural Affairs:</p> <p>Enabling SAYFC members to have a voice and are heard in the context of rural and agricultural matters by:</p> <ul style="list-style-type: none"> • Representing & promote SAYFC on stakeholder groups • Coordinating the Agri & Rural Affairs committee members to represent SAYFC on stakeholder groups • Encourage SAYFC members to engage with stakeholder and stakeholder events • Coordinate and submit SAYFC’s response to consultations • Keep the Agri & Rural Affairs committee up to date with policy changes happening which will impact young farmers / new entrants – and communicating messages to wider membership • Coordinate the production of SAYFC’s rural manifesto <p>In collaboration with the Agri & Rural Affairs committee, prepare and maintain a comprehensive and engaging annual calendar of visits and events throughout each Region; this could include:</p> <ul style="list-style-type: none"> • Farm & business visits • Seminars • Workshops • Panel evenings • Annual Agri & Rural Affairs Conference • Study trips <p>Coordinating all aspects of these events, including:</p> <ul style="list-style-type: none"> • Identify and secure appropriate venues. • Promote events. • Identify and secure sponsorship for the event from single or multiple sources. • Identify delivery partners and facilitators. • Coordinate and manage budget allocation. • Ensure a high level of coordination and participation from all stakeholders. • Agreeing a time line. • Co-ordinate events bookings or application process.

	<p>Secretary the Agri & Rural Affairs Committee. Work closely with the Agri & Rural Affairs Chair & Vice Chair to ensure committee meetings are well attended with a relevant and engaging agenda.</p> <p>Identify, develop, promote and coordinate appropriate training and personal development opportunities for members: including the Cultivating Leaders Programme.</p> <p>Coordinate and deliver the Young Farmer of the Year Competition; Enhance and develop the competition whilst coordinating promotion, participation and all other aspects of the event.</p> <p>Partnership Development:</p> <p>Develop partnerships which will benefit SAYFC members and the wider agricultural and rural community, for example:</p> <ul style="list-style-type: none"> • Rural Crime • Farm Safety • Careers in agriculture • Wellbeing • Promotion of farming in schools <p>Identify opportunities to develop joint initiatives.</p> <p>Ensure SAYFC representatives actively seek participation opportunities with partners</p> <p>Work with the SAYFC Finance Committee to develop a three-year strategy to increase income from partners. Reviewing and identifying opportunities within existing partnerships and identifying new partners.</p> <p>Identify “at risk” partners and propose proactive and creative interventions.</p> <p>Attend meetings of SAYFC Finance Committee, and provide regular reports to the finance committee regarding income generated from partnerships.</p>
<p>Experience</p>	<p>Experience of:</p> <ul style="list-style-type: none"> • Working both in a team environment and on your own. • Using a range of communication tools including social media • Working in rural sector • Of organising meetings and events • Organising and prioritising a demanding and varied workload
<p>Skills / Knowledge</p>	<p>Ability to:</p> <ul style="list-style-type: none"> • Build good relationships with a wide range of individuals and organisations • Manage own workload with steer / direction on priorities • To produce accurate work to tight deadlines • To produce accurate minutes • Review financial documents • Prepare budgets <p>Knowledge of:</p> <ul style="list-style-type: none"> • Rural issues

	<ul style="list-style-type: none"> • Scottish agriculture
Aptitudes / Attribute	<p>Self motivated team player Good communicator Proactive approach</p>
Relationships:	<p>Membership SAYFC Committees Board of Trustees Staff Stakeholders</p>
Key Performance Indicators of the Position:	<p>SMART Objectives to be set to reflect SAYFC's strategic priorities set by SAYFC Board of Trustees.</p>
Occupational Health & Safety	<p>Employees are responsible and accountable for:</p> <ul style="list-style-type: none"> • Compliance with workplace policies and procedures for risk identification, risk assessment and risk control • Active participation in activities associated with the management of workplace health and safety • Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.
Acknowledgement / Disclaimer	<p>This job description is only a summary of functions of the job and not a comprehensive list of all possible responsibilities, tasks and duties which may differ from those outlined. There may be other duties that will be assigned as part of the job.</p>