

Job Title	Youth Development Manager
Location / Based	Hybrid: Young Farmers Centre
Reports To	Chief Executive
Job Summary:	<p>The Youth Development Manager will lead in the following areas:</p> <p>Development & Wellbeing: Supporting volunteers, developing effective training, communications and general support. Encouraging SAYFC members to have a voice with issues impacting young people.</p> <p>Partnership Development: Develop partnerships with other Volunteer, Youth or Community groups to share good practise, work in collaboration and develop the Young Farmer network.</p>
Key Responsibilities:	<p>Development & Wellbeing</p> <p>Enabling SAYFC members have a voice and are heard in the context of youth work matters by:</p> <ul style="list-style-type: none"> • Representing & promoting SAYFC on stakeholder groups (Youth / Volunteer Sector) • Coordinating the Development & Wellbeing committee members to represent SAYFC on stakeholder groups • Encourage SAYFC members to engage with stakeholders and stakeholder events • Coordinate and submit SAYFC’s response to consultations <p>Develop policies to safeguard the Association at all levels, which would include the annual review of SAYFC policies, including but not limited to:</p> <ul style="list-style-type: none"> • Safeguarding • Health & Safety • Code of Conduct • GDPR <p>Working with the Development & Wellbeing Committee develop a clear work plan for the Committee which should include the development of the following:</p> <ul style="list-style-type: none"> • Training that would ensure policies were put into practise to ensure SAYFC is a safe, inclusive environment for members • A suite of online training modules ensuring each Club carries out compulsory training elements such as safeguarding • A clear training plan for individuals at different levels within the Association from grass roots to Board of Trustees • Identify partners to assist with delivery • Secure relevant funding <p>Coordinate support from the National Office for Club Office bearers ensuring they receive the support required to lead clubs effectively, by:</p> <ul style="list-style-type: none"> • Reviewing ongoing support offered to Club / District Office bearers • Develop support documents • Develop an induction for new office bearers • Reviewing communications from the National Office

	<ul style="list-style-type: none"> Identify funding opportunities for Clubs / Districts and support Clubs through the application process <p>Develop SAYFC Wellbeing Campaign “Are Ewe Ok?”</p> <p>Act as Secretary the Development & Wellbeing Committee</p> <p>Develop the SAYFC members database adding functions that will be useful to Clubs and streamline admin within the National Office.</p> <p>Act as secretary to the SAYFC Youth Forum.</p> <p>Act as safeguarding officer.</p> <p>Partnership Development</p> <p>Develop partnerships which will benefit SAYFC members and the wider youth community on topics such as:</p> <ul style="list-style-type: none"> Wellbeing <p>Encourage joint initiatives, ensuring SAYFC representatives are actively seeking participation of opportunities with other partners</p> <p>Identify other community or youth organisations SAYFC or YF Clubs should be working with to enhance Club life.</p> <p>To develop the “Friends of Young Farmers” network (SAYFC alumni), working closely with a small group to develop events & initiatives which will increase the number of alumni signed up to “Friends of Young Farmers”.</p>
Experience	<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 youth sector Of organising meetings and events Organising and prioritising a demanding and varied workload
Skills / Knowledge	<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 <p>Knowledge of:</p> <ul style="list-style-type: none"> Youth Sector Volunteering
Aptitudes / Attribute	<p>Self motivated team player</p> <p>Good communicator</p> <p>Proactive approach</p>
Relationships:	<p>Membership</p>

	<p>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>