



Job Title: Event Coordinator and Administration Assistant Location: Westonzoyland, Somerset.

Job Type: Part-Time 14 -21 hours.

Pay: £13 - £15

Position Overview:

We are seeking a dynamic and organised Event Coordinator and Administration Assistant to join our organisation. This role will involve overseeing and coordinating a variety of events, assisting with event planning and execution. The ideal candidate will have a strong background in event management and a passion for enhancing our community through engaging and impactful events.

Young Farmers is a rural youth organization for ages 10 to 28 years old. Somerset Federation is part of the National Federation of YFC, and has 21 clubs and approx. 800 members.

The aim of Young Farmers is to provide “fun, learning and achievement” through competitions, social events, drama and public speaking plus providing training opportunities and even travel abroad. This position gives you the ability to help to encourage and enrich the lives of our members and enable them to maximise the opportunities available to them.

Key Responsibilities:

Event Coordination:

- Coordinate and manage a diverse range of events, including but not limited to:
 - County Rally assistance – includes competitions and party.
 - County events including Balls, Carol Service and Harvest Supper.
 - South West Area events weekend (in collaboration with other areas' committees).
 - Competition days.
 - County Stock Judging Day (in collaboration with the committee).
 - Club training days/evenings.
 - Shows and Events including The Bath and West Show.
 - Shared Committee meetings in the absence of the County Organiser (CO). This can include evening meetings and minute taking.
 - Additional fundraising events for 2025 and beyond.
- Assist clubs in organising their events, ensuring they comply with relevant legislations and standards.
- Collaborate with various committees to ensure seamless event execution and community engagement.
- Develop and implement new events to enhance community involvement and support fundraising goals.
- Be aware of Safeguarding issues.

Fundraising:

- Plan and execute fundraising events to support the organisation's goals and projects.
- Collaborate with the team to create and implement innovative fundraising strategies.

Qualifications:

- Proven experience in event coordination and management.
- Excellent organisational and multitasking abilities.
- Strong written and verbal communication skills.
- Ability to work collaboratively with various stakeholders and committees.
- Flexibility to work evenings and weekends as needed for events.
- Safeguarding Level 3 – Will be trained internally.

Preferred Attributes:

- A background in non-profit or community-based organizations.
- Knowledge of relevant legislation and compliance requirements for events.
- Creative problem-solving skills and attention to detail.



Additional skills:

- Managing grants and fundraising efforts.
- Identify potential grants and funding opportunities for building projects and improvements.
- Write compelling grant proposals and bids to secure funding.
- Manage grant applications, including tracking deadlines, reporting requirements, and fund utilisation.
- Develop and maintain relationships with funding bodies and stakeholders.
- Strong skills in grant writing and securing funding.

To Apply:

Please submit your resume and a cover letter detailing your relevant experience and why you are a good fit for this role to diana.c.taylor@hotmail.com Applications will be accepted until 22nd September 2024.

We look forward to hearing from candidates who are passionate about making a positive impact through event coordination and fundraising efforts.