



Job Description

Job Title	Charitable Activities Manager (temporary role to cover maternity leave). To start in end July/early August 2018.
Place of work	Yorkshire Agricultural Society (YAS) based at the Great Yorkshire Showground in Harrogate.
Hours of work	Full time (35 hours per week) but some flexibility required for events
Salary and benefits	Good salary + 26 days hols + Pension + Life Assurance and contribution to Private Healthcare.
Line Manager	Chief Executive - this position is a Head of Department within YAS
Job Purpose	To co-ordinate, oversee and extend the range of charitable activities ensuring the activities fulfil the broader aims and objectives of the Society. This post includes the line management of staff, setting and running budgets, project management, supporting the development of additional funding streams and stakeholder liaison. Education is a key activity and management of education events is an essential part of the role.
Budget	£300k per annum
Responsibility for staff	2 staff

Principal Duties

To assist with planning, facilitating and managing the current range of charitable activities:

Education Events – Currently these include Workshops for teachers, Springtime Live, Create and Explore at Countryside Live, Countryside Days, Farmhouse Breakfast, Careers in Focus and the Discovery Zone at the Great Yorkshire Show. The aim is to continue to develop and expand our education activities which requires liaising with schools and developing and evolving events to make sure they remain relevant to schools and the national curriculum.

To manage the YAS involvement with the Future Farmers of Yorkshire. The aim of this group is to improve knowledge transfer within a social setting for younger farmers and associated members. It is aimed at those who want to move farming and rural communities forward. It has over 800 members and is run by a management committee. YAS helps FFY operationally and with funding. The role is to support the management committee ensuring the continued development and success of the group.

Oversee our grant giving program and dealing with applications for funding.

To manage the YAS involvement with the Yorkshire Food, Farming and Rural Network – this is the DEFRA network for Yorkshire and is made up of representatives from key groups within farming and the rural community. The network identifies and feedback local issues and concerns straight to the heart of government, in order to make policies more rural friendly.

Farmer Scientist Network – The advisory group brings senior successful scientists and farmers together to improve the interaction between farmers and scientific researchers. The aim is improve links between the two

groups and then help to solve problems facing the agricultural industry, advising policy makers on issues such as farming practices, food security, sustainable productivity and the ways in which new science and technology can solve problems and underpin innovation in agriculture.

Nuffield Scholarship – YAS supports the Nuffield Scholarship programme and sponsors a scholar.

Tye Trophy – The Tye Trophy is an award recognising the contribution of Farmers in Yorkshire and the NE to environmental improvement in a commercial farming operation.

Working closely with the Yorkshire Rural Support Network (YRSN) supporting their activities.

The YAS has developed a key role in supporting farming and the countryside and the role involves representing YAS and liaising with other similar organisations to help and promote farming and the countryside.

To actively assist in promoting farming and the countryside by representing the YAS and engaging with the industry and other stakeholders. This includes building closer links with farmer discussion groups.

Develop and research new ideas for increasing the range of charitable activities which enhance the overall objectives of the Society.

To manage and develop a small team of permanent and project based staff and work with the rest of the organisation to deliver and support YAS charitable activities.

Effective management of team including: setting of performance objectives, day to day management of the team and conducting regular performance reviews.

To identify and successfully apply for sources of funding which would assist the Society in meeting its charitable objectives.

Report to and attend the Charitable Activities committee and support any subgroups.

Ensuring that the department meets their financial targets.

The charitable activities of YAS and in particular education has grown significantly in the last decade and this role will be fundamental to the continued growth and success of these activities.

Person Specification

<p>Experience and skills required</p>	<ul style="list-style-type: none"> • Graduate calibre with excellent interpersonal skills. • Experience of education and the ability to work with schools in delivering effective events • The ability to network effectively at all levels. • Experience of planning and running successful events • Evidence of developing successful partnerships with a range of commercial and charitable organisations. • A real passion and knowledge of farming and the countryside. • High degree of commercial awareness and business acumen. • Working in a not for profit environment and experience of delivering charitable programmes would be beneficial. • Highly developed written and oral skills and an ability to produce succinct, cogent and persuasive reports. • Proven experience of managing a wide range of Projects. • Proven track record of working within and managing budgets. • To work simultaneously on varied projects with multiple deadlines. • To interact with staff at all levels throughout YAS and to be a part of the management team and working with the Show Director and Charitable Activities Committee. • Ability to use traditional and social media including Facebook and Twitter to promote events and key Society messages • To support and promote the charitable objectives of the Society and act as an ambassador for YAS both internally and with external people and organisations. • This post requires a DBS (enhanced) check.
<p>Other information</p>	<p>The role is based at the Regional Agricultural Centre, Great Yorkshire Showground but the ability to travel to meetings and events in Yorkshire will be required.</p>