



Job Title: Education Co-Ordinator

Location: Harrogate

Job Type: Full time, Fixed term contract to cover Maternity (35 hours per week)

Start Date: Early May 2020

Job Role:

Coordinate and deliver the Society's education activities. Working with farmers, teachers, educators and businesses alike to provide the best possible food and farming learning experience for children and adults to support the wider farming industry.

Key Responsibilities:

- Responsible for the development and delivery of education projects and events, as part of the charitable remit of the Society
- Organising events, meetings and courses, from leaflet design, promotion and registration of attendees to post-event evaluation
- To liaise with colleagues from across the business to ensure the successful delivery of events, meetings and courses
- To liaise with and form relationships with schools, farmers and public sector organisations with a view to the developing the Society's education activities
- To represent the Society at meetings and conferences where appropriate
- To manage budgets and project outputs and report regularly to the Charitable Activities Manager
- Promote and manage school visits to the Great Yorkshire Show
- To work with other organisations and develop partnerships to promote farming and the countryside
- To develop new ideas to enhance the education activities of the Society
- To provide regular written and verbal progress reports
- To promote education events and activities
- To manage the operational delivery of education events

The Ideal Candidate:

- Experience of successfully delivering multiple projects and running events
- Flexibility to undertake a variety of tasks and prioritise workload
- Ability to be self-motivated, well-organised and creative
- A real passion and knowledge of food, farming and the countryside
- Familiarity with education and the national curriculum with an ability to discuss learning objectives and learning resources with teaching staff would be advantageous
- Good knowledge of IT, Microsoft Office, PowerPoint, Spreadsheets and ability to use IT efficiently

- Ability to use Facebook and Twitter to promote events and key Society messages would be advantageous
- Excellent communication skills, whether writing newsletters and social media posts or presenting to children, teachers or farmers
- Ability to work on own initiative and as part of a team
- Good organisational skills, to run events, meetings, teachers' courses etc. including working to a budget

Benefits:

- Competitive salary
- 12% employer contribution to pension scheme (Group Personal Pension scheme)
- 26 days holiday FTE (exclude Bank holidays)
- 50% contribution to the Group Private Healthcare Scheme
- Life assurance of x4 annual salary

Working Hours:

35 hours per week. Some flexibility would be required to fit with operational requirements such as starting at 8.30 am when courses are running and additional hours would be required for events such as Springtime Live, Countryside Days, Countryside Live and Great Yorkshire Show.

Due to the Great Yorkshire Show no annual holidays can be taken in the period June until mid-July.

To apply for this role please send your CV, covering letter and full salary details to recruitment@yas.co.uk

Candidates with experience of: Events Officer, Events Coordinator, Event Assistant, Event Administrator, Events Administrator, Exhibition, Conference Officer, Conference Executive, Conference Assistant, Marketing Assistant, Trainee Brand Manager, Marketing Executive, B2B Marketing, Marketing Administrator, Marketing Officer, Assistant Brand Manager, Social Media Executive, Marketing Analyst, B2C Marketing, Marketing Specialist, Junior Brand Manager, Digital Marketing Executive, Social Media Officer, Marketing Co-ordinator will also be considered for this role.