

Job Title	Membership Assistant (Jan 2025)
Location / Based	Hybrid: Young Farmers Office, Royal Highland Showground, EH28 8NB
Reports To	Chief Executive / Events & Engagement Manager
Job Summary:	The Admin Assistant will be working closely with the Chief Executive and other SAYFC staff members to provide high quality administrative duties and be the first point of contact to manage general enquiries.
Key Responsibilities:	Enquiries
	<ul style="list-style-type: none"> • Be the first point of contact for enquiries, providing high quality customer service and directing calls & correspondence • Circulate new member enquiries to relevant Clubs
	Administration
	<ul style="list-style-type: none"> • Assist with administration and delivery of competitions by booking venues, contacting judges etc • Maintain YF database, recording competitions, adding new members and removing past members at year end. • Circulate monthly welcome email to new members • Take meeting minutes • Process stock orders • Process ticket orders for YF events • General admin tasks
	Disclosure Checks
	<ul style="list-style-type: none"> • Submit PVG checks to Disclosure Scotland • Monitor returns • Liaise with members to gain required information
Experience / Skills & Knowledge	<p>Experience of:</p> <ul style="list-style-type: none"> • Has experience of working on their own initiative to achieve individual and team objectives • Has an attention to detail and can process paperwork and computerised administration tasks in a timely and accurate manner. Proficient in Microsoft Office, particularly Word and Excel. • Holds a valid driving license
Aptitudes / Attribute	<ul style="list-style-type: none"> • Is a natural and effective communicator, passionate about delivering excellent customer service • Will thrive in a busy and dynamic role and is able to engage in challenges with optimism and resilience • Is able to work efficiently and effectively to manage multiple priorities and deadlines
Relationships:	Membership, SAYFC Committees, Staff, Stakeholders
Key Performance Indicators of the Position:	SMART Objectives to be set to reflect SAYFC's strategic priorities set by SAYFC Board of Trustees.
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	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.