



## WHO DOES WHAT AT WALES YFC?

### Mudiad Ffermwyr Ifanc Cymru Wales Federation of Young Farmers' Clubs

Canolfan CFFI Cymru / Wales YFC Centre  
Llanelwedd  
Llanfair ym Muallt / Builth Wells  
Powys LD2 3NJ

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✉ information@yfc-wales.org.uk

www.cffi-cymru.org.uk  
www.yfc-wales.org.uk

### CHIEF EXECUTIVE –Nia Lloyd ✉ nia.lloyd@yfc-wales.org.uk

- Management, delivery and development of work programmes by leadership and management of Wales YFC Staff and providing guidance to county staff and senior volunteers in Wales.
- Ensure that the democratic structure of YFC is maintained and well serviced as advisor to the Wales YFC Council and Sub-committees.
- Ensure the sustainable business development of Wales YFC by management of the business plan, the process of obtaining funding and by ensuring effective delivery to sponsors and grant bodies, and by advising officers, the Council and Board of Management.
- Ensure a strong YFC presence as a partner in the Youth Service by ensuring that good participative youth work programmes are offered and that policies are implemented.
- Maintain close relations between members, clubs and counties and with YFC in other Countries in particular within the UK and especially with NFYFC.
- Ensure good public relations and communication for Wales YFC.

### SENIOR DEVELOPMENT OFFICER – Lisa Jones ✉ lisa.jones@yfc-wales.org.uk

- Ensure day to day supervision of Wales YFC staff.
- In conjunction with the Wales YFC Officers, to be the senior point of contact during the absence of the Chief Executive, providing guidance to county staff, senior volunteers and Council.
- Responsible for arranging the activities programme - Entertainment/Drama, Agricultural Field Day, Public Speaking, Wales YFC Royal Welsh Competitions, Sports and Winter Fair activities.
- Work closely with Wales YFC staff members, the county federations, clubs and individuals within the movement.
- Liaise with NFYFC on issues relating to the activities programme.
- To obtain sponsorship for all competitions and events.
- Work in partnership with other Organisations to develop new opportunities for members.
- To calculate the Western Mail and Beynon Thomas Championship Trophies.
- Administer and service the sub-committee responsible for activities and international opportunities within the Movement.

## **RURAL DEVELOPMENT OFFICER – Kay Lewis**

✉ [kay.lewis@yfc-wales.org.uk](mailto:kay.lewis@yfc-wales.org.uk)

- Administration and servicing of Wales YFC's Rural Affairs Sub-Committee.
- To manage the delivery and completion of the Community Challenge and Enterprise Competition.
- To represent YFC at rural/agricultural related meetings e.g. National Assembly.
- To be responsible for the consultation and preparation of YFC policy on rural issues.
- To work closely with Wales YFC staff members, the county federations, clubs and individuals within the movement.
- To inform members of rural schemes, grants, projects and competitions.
- To co-ordinate the network of rural forums and to arrange specific rural visits for members.
- To liaise with NFYFC and other bodies on rural affairs.
- To liaise with the Agriculture Unions and all relevant agencies and organisations.

## **FINANCE AND ADMINISTRATION OFFICER - Helen Edwards**

✉ [helen.edwards@yfc-wales.org.uk](mailto:helen.edwards@yfc-wales.org.uk)

- Co-ordination of administration for the Committees, including taking the minutes of the Council and Board of Management.
- Administer and service Youth Forum sub-committee
- Responsible for the Wales YFC book-keeping duties and to provide support to the Treasurer regarding financial matters.
- Administrative support to the Chief Executive.
- Co-ordination of the general administration of the Wales YFC Office.
- Responsible for arranging the translation work of the Organisation.
- Responsible for Public Relations by collaborating with and prepare press releases for press and the media.
- Co-ordinate the design, editing and print process of all Wales YFC publications, promotional material, brochures and the Wales YFC website.
- Arrange, co-ordinate and promote the international travel programme including the annual briefing and selection day and the hosting rota for international visitors.
- To liaise with NFYFC and European Committee on issues relating to the international programme.

## **DEVELOPMENT AND WELSH PROMOTION OFFICER – Eleri Wyn Roberts**

✉ [eleri.wyn@yfc-wales.org.uk](mailto:eleri.wyn@yfc-wales.org.uk)

- Co-ordination and development of the Eisteddfod.
- Administration and servicing of the Training and Promotion sub-committee and to oversee and co-ordinate work with the chosen Charity.
- Work closely and provide support to Counties across Wales by sharing information and good practice, by supporting field work and by arranging relevant training courses.
- Assist with efforts to obtain sponsorship and grants to do with the Welsh Language locally.
- Promote the Welsh language throughout the organisation in the Counties and nationally and promote opportunities to use Welsh, to learn Welsh and to receive training through the medium of Welsh.
- Co-ordinate and work in partnership with County Organisers to run pilot schemes to increase the use of Welsh and to offer additional opportunities for young people to use the Welsh language socially.
- Build and develop strategies and policies that will contribute to the long term work of the organisation.
- To work closely with the Welsh Language Board and its stakeholders when necessary.

## **ADMINISTRATIVE ASSISTANT - Dianne Moore**

✉ [dianne.moore@yfc-wales.org.uk](mailto:dianne.moore@yfc-wales.org.uk)

**(Tuesday & Thursday – 9.15 – 3pm)**

- To provide administrative support to the Wales YFC staff team
- Point of contact for NFYFC Competitions.
- To liaise with interested parties to provide information services for young people staying at the Young People's Village.
- To oversee the booking process for customers wishing to make use of the Young People's Village facilities including;
- Design and content of forms,
- Input of information onto relevant computer system,
- Deal with all enquiries and booking queries that arise through the booking process.
- Correspond with all customers with information as necessary.
- To be responsible for drafting and seeking approval for the information to be placed onto the Wales YFC website.
- To provide a secretariat service in relation to all formal meetings with regards to the Young People's Village,
- Co-ordination of all YFC stewards during the period of the Young People's Village.

## **YPV Organiser – Richard Watkins**

✉ [ypv@yfc-wales.org.uk](mailto:ypv@yfc-wales.org.uk)

- Responsible for the arrangement and co – ordination of the YPV.
- To develop and promote the YPV in partnership with the Wales YFC Council and sub committees.
- To liaise with the membership of Wales YFC to ascertain their views with regards to entertainment and facilities available on site.
- To be responsible for researching and developing new ideas for improving the YPV
- To be responsible for acquiring quotes and contactors for the entire YPV infrastructure and to co-ordinate tenders.
- To ensure that all relevant licensing is in place and to ensure that Wales YFC complies with the terms and conditions of such licences and that the site complies with all health and safety standards and requirements from Dyfed Powys Police, Mid and West Wales Fire Brigade, Powys County Council and the licensing authorities.
- To be responsible for overseeing the layout of the YPV.
- To be on site 24/7 during duration of the YPV and always on call to ensure that all elements of the event are running smoothly.
- In the weeks following the show, to ensure that the field is cleared and fit for agricultural use.

## **CLEANER – Ann Hammonds**

- Cleaning the YFC Centre internally.
- Cleaning of windows internally.
- Checking and maintaining stocks of cleaning equipment and products.