



Rural Youth Project

Bookkeeper and Admin Officer

Background

The Rural Youth Project is a movement for positive change to empower young people (18 to 28 years of age), through developing their leadership, business and enterprise skills, whilst encouraging positive activism to help to play their part in making rural places attractive and viable for young people to build their lives and their futures.

At its core, the Rural Youth Project is delivered for Young People with them involved throughout the development and delivery. Launched in 2018 by founders and managers Jane Craigie and Rebecca Dawes (Directors), the project has had a very successful first year achieving the following:

- 755 responses to an online survey of 60 questions;
- 20 vloggers telling their stories via the Rural Youth website and social media channels;
- An Ideas Festival, fully funded by Rural Perth & Kinross LEADER from 1-3 August 2018, with 110 people attending, including Mairi Gougeon MSP who has endorsed the project in many of her speeches over the last six months including in Parliament, at Scottish Rural Action and in interviews with the press;
- Podcast launch;
- Joint Parliamentary reception at Holyrood on 3 October;
- Media and wider community engagement;
- The development of an action plan is based on the Rural Youth Project survey findings and the views of young people engaged with during 2018;
- Informal partnerships formed with eight organisations including Lantra Scotland, Scottish Enterprise, Scottish Rural Network, Scottish Association of Young Farmers' Clubs, Rural Youth Europe, National Federation of Young Farmers Clubs, Youth Link Scotland and media partnerships with Scottish Farmer. Digital supported by TAP.

The project leadership is inter-generational. Project founders and managers Jane Craigie (53) and Rebecca Dawes (31) both have networks within the rural youth sector and a background in communications, marketing, strategy, leadership and events.

Supported by Rural Perth & Kinross LEADER Programme 2014-2020: "The European Agricultural Fund for Rural Development: Europe investing in rural areas", the Rural Youth LEADER Co-operation Project involves Rural Perth and Kinross (lead LAG), Angus, Lanarkshire, Outer Hebrides and Scottish Borders. The project is now at the start of a longer-term programme to reach out to all areas of Scotland and enable all rural young people to participate, become empowered and become the next generation of rural leaders in Scotland.



The Role

To supporting the delivery of the project activities including those outlined below, The Rural Youth Project is looking to recruit a **Bookkeeper and Admin Officer** to join their team from 1st September 2019 until October 2020.

- **Steering group** - development and management of a steering group that will support the strategic direction of the project;
- **Project launch event** - to celebrate this next stage of the project, acknowledge partners and supporters and reveal plans for the next 18 months;
- **Rural Youth Ideas Festival 2019** - bring together young entrepreneurs looking to generate ideas to take back to their own rural community, delivering a legacy of economic, social and community development. An overnight residential event for up to 60 young people.
- **Rural Youth Ideas Festival 2020** – as above;
- **Vlogging** – encouraging young people to share their personal stories and experiences to help other people;
- **Marketing** – develop tools and resources as outlined in the project plan (this will be shared with the successful candidate) to ensure the project receives wide recognition, and young people are able to access the support they need. This includes development of a new website and newsletter;
- **Story-seeking and telling** – delivering a campaign that will highlight successful youth and community-led projects/stories through the capture of content (film, photos and copy);
- **Workshops** – a series of events for young people who would like to set up their own business, social enterprise or community group in their rural area but are unsure about the ‘how to’, and individuals who have an idea but don’t know how to put it into action;
- **Communications** – correspondence and communications with project partners and supporters, funders, media and Rural Youth Project Directors.

The individual will:

- Processing all invoices, expense claims and payments;
- Submit claim paperwork to LEADER for reimbursement of funds;
- Book logistics as requested by the Directors or Communications and Project Coordinator i.e. venues;
- Provide the Directors with monthly financial updates;
- Support the secretariat of the steering group.

This list is not inclusive, other activities may be included in the role.

Essential skills

- Excellent financial skills including accuracy and attention to detail;
- Computer literacy in the full suite of Microsoft Office applications;
- Strong ability to prioritise and time management;
- Excellent communications skills;
- Working remotely but maintaining clear and constant communication with the team;
- Working in a team as well as motivated to work on your own.

The Team

The Bookkeeper and Admin Officer will report to the Rural Youth Project Directors who will be in control of the budget. A Communications and Project Coordinator will also be available to offer some support.



Additional information

- This is a freelance role, if you are offered the contract you will be required to provide proof that you work for more than the Rural Youth Project to comply with IR35.
- The role may require the odd weekend/evening working including overnight stays (anticipated less than 3 per year). Accommodation will be covered by prior agreement and in accordance with the projects expense policy.
- An average of 1 day per week based on 5 hours per day has been allocated to deliver the project activities. No additional days will be paid, it is the freelancer's responsibility to ensure the project is delivered to its full in the allocated time.
- The daily rate fee should be all inclusive for project delivery – the project will not cover any costs for indemnity and travel insurance, pension, healthcare, sickness, holiday or daily subsistence allowance.
- You must have a driving licence. Travel will be covered by prior agreement before any journey has commenced and at a fixed rate of 45p per mile, if public transport is not available.
- The project will supply an email address and all correspondence linked to the project must go via this channel to ensure confidentiality and data protection.
- All documentation and outputs must be stored on the Rural Youth Project intranet drive and not on the personal hard drive of the freelancer.
- The freelancer should supply their own office working space although given the financial nature of this role, it is assumed the majority of the work will be carried out at Rural Youth Project, Smithy Croft, Turriff, Aberdeenshire, AB43 4GT.

To Apply

Please send your c.v with a referee contact details and a covering email including why you are interested in the position, when you could start and your day-rate.

Closing date for applications – Wednesday 28 August 2019.

Email: hello@ruralyouthproject.com **Phone:** 07792 467730 **Website:** www.ruralyouthproject.com

