

JOB DESCRIPTION	
Job Title:	Assistant association and show administrator
Reports to:	Association Chairman
Job type	Part time, approx. 7 hours per week
Job Purpose:	<p>As part of the continuing evolution of the organisation, the Association executive committee wish to appoint an assistant administrator (with a view to progressing to become the administrator) to work with them and the current administrator to support various aspects of the show and the day-to-day functions of the Association as well as a range of other activities throughout the year relating to the organisation's wider activities.</p> <p>Throughout the year planning and preparation are key parts of the role in support of section heads who manage individual areas of the annual show during the planning, build up and delivery of the event alongside more general aspects that the post holder may be responsible for.</p> <p>The post holder will work closely with the administrator, chairman, showgrounds manager, and other key volunteers, contractors and providers on various aspects of the delivery of the show including ordering equipment, co-ordinating, communications, etc.</p> <p>The post holder will have outstanding organisational skills, be at ease working with and supporting volunteers, have a keen eye for detail, be engaging and enthusiastic, understand rural affairs and agricultural shows as well as a creative and entrepreneurial mindset.</p> <p>Playing an active role across the management of the event including sponsor and member recruitment and liaison, representing the association at certain events, promoting the benefits of the organisation.</p>

Main Tasks and Responsibilities	
1	To support with the day-to-day administration and operational activities of the Association, liaising with and supporting the various section heads in the build up to and delivery of the annual show.
2	Use technology and IT systems to capture information, disseminate and communicate with various internal and external stakeholders.
3	To support administrator in maintaining accurate records relating to membership, committees, trade stands, sponsors, exhibitors, suppliers, service providers and other groups involved in the delivery of the show.
4	Attend relevant site meetings and meetings with service provider, sponsors, etc, ad-hoc meeting relating to the show and association in addition to Council and executive meetings.
5	Assist in the management of aspects of the show not covered by another member of the executive or section head
6	Have a presence on the showground during the build-up and break down periods and on show day.

PERSON SPECIFICATION

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Experience	
1. Knowledge and experience of agricultural shows	A, I
2. Working with diverse audiences to deliver shared objectives	A,I
3. Competent and comfortable in the use of IT systems, particularly Microsoft applications	A
4. Managing processes and planning	I
5. Working with and leading volunteers	A, I
Skills, Knowledge and Level of Competency	
1. Maintains accurate digital and paper-based records	I
2. Confident in the use of digital information management software and hardware	A, I
3. Outstanding time management	A, I
4. IT Literacy- Word, Excel, Teams, web.	A
5. Knowledge of charity operations	I
6. Outstanding written communication skills	A
7. Through planner, with strong focus on detail and organisation	A, I
8. Excellent customer service	I
9. Solutions provider, focused on outcomes and ability to work on own initiative	I
Personal Qualities	
1. A team worker with an adaptable and flexible approach to work	A,I
2. Creative, imaginative and entrepreneurial thinker	I
3. Persistent and resilient approach to work	I
4. Positive, progressive, innovative, creative and tenacious.	A, I
5. Enjoys working collaboratively	A, I
6. Friendly, approachable solutions provider.	I
Other (e.g., constraints)	
1. Possession of full driving licence	A
2. Flexibility to work across a 7-day week including bank holidays and evenings if required	A