



Join the **NORTH DEVON SHOW TEAM!**

The North Devon Agricultural Society is looking for an enthusiastic, organised and reliable *Assistant Show Secretary* to join our team and play an important part in the planning and delivery of a much-loved agricultural show.

ABOUT THE ROLE

This is a varied and interesting administrative role, organising and administering the livestock sections (cattle, sheep and horses) throughout the year, ensuring everything is in place for exhibitors, stewards and judges and that the sections run smoothly on Show Day.

LOCATION

The role is office based at the Show Office, 15 George Arcade, South Molton, EX36 3AB

THE HOURS

This is a part-time role of approximately **720 hours per annum**, with working hours increasing significantly during the show period. The expected working pattern is:

- **September to May:** 2 days per week, one of which must be Thursday, working either 9.00am–2.00pm or 9.30am–2.30pm.
- **June:** 3 days per week, working either 9.00am–2.00pm or 9.30am–2.30pm.
- **July:** 5 days per week, Monday to Friday, 9.00am–4.00pm.
- **August:** 5 days per week, Monday to Friday, 9.00am–4.00pm, for the first two weeks, reducing to 2 days per week for the final two weeks.

Please refer to the full job description for further details and role responsibilities.

PAY & BENEFITS

£11.12–£13.03 per hour, dependent on age, experience and skills. 4 weeks holiday plus bank holidays, pro rata. Training and development opportunities. An annual car parking pass is also included.

COULD THIS BE YOU?

If you are an organised and approachable person who enjoys working with people, is confident with administration and would like to play a key role behind the scenes of the North Devon Show, we would love to hear from you. You don't need to have agricultural knowledge, we can provide training. What matters is that you're a great communicator, willing to learn, calm and adaptable, able to work flexibly and enjoy being part of a busy team. A full driving licence and access to a vehicle is required.

HOW TO APPLY

 Visit northdevonshow.com/vacancies for full job description and application form

 For any enquiries, email recruitment@northdevonshow.com

 or call **01769 573852**

 **Deadline for applications: Monday 14th September**

 **Interview date: Tuesday 22nd September**

