



Incorporating Innow & Torrington Shows

JOB DESCRIPTION

<u>Position:</u>	Assistant Show Secretary
<u>Reports to:</u>	Show Secretary
<u>Responsible to:</u>	Directors of the North Devon Agricultural Society
<u>Location:</u>	Office based at the Show Office, 15 George Arcade, South Molton, EX36 3AB

The North Devon Show is seeking an Assistant Show Secretary to support the Show Secretary with the planning and administration of the North Devon Show, with particular responsibility for the organisation, administration and competitions of the livestock sections including Cattle, Sheep and Horses.

This is a varied administrative role which plays an important part in ensuring the Livestock sections run smoothly both in the lead-up to and during the Show. The successful candidate will work closely with the Show Secretary, North Devon Agricultural Society Directors, Livestock Stewards, Judges, Breed Societies, Exhibitors and the wider Show team. It is an important role within the organisation of the Show and will require a high level of accuracy, organisation and attention to detail.

The role would suit an organised, reliable, calm, adaptable and proactive individual who works well under pressure and can be flexible particularly during the busy months leading up to and including Show Day (which is always the first Wednesday in August).

Hours

The role will be approximately 720 hours per annum, although actual hours may vary depending on the operational requirements of the North Devon Agricultural Society and the Show. The role will normally involve working two days per week, one of which will be a Thursday, working either 9.00am to 2.00pm or 9.30am to 2.30pm each day. The second day can be arranged flexibly, as agreed with the Show Secretary. Working hours will increase significantly during June, July and August to meet the operational demands of the Show. Additional hours may also be required at other times of the year as deemed necessary.

The typical working pattern will be:

January - May: Two days per week, 9.00am - 2.00pm or 9.30am – 2.30pm.

June: Three days per week, 9.00am - 2.00pm or 9.30am – 2.30pm.

July: Monday to Friday, 9.00am - 4.00pm

August: First two weeks - Monday to Friday, 9.00am - 4.00pm

August: Second two weeks - Two days per week 9.00am - 2.00pm or 9.30am – 2.30pm.

September - December: Two days per week 9.00am - 2.00pm or 9.30am – 2.30pm.

Approximately 30 additional hours per annum may be required as and when necessary, which could include evenings and weekends.

Person Specification

The successful candidate will have:

- Excellent administrative skills with a high level of accuracy and attention to detail.
- The ability to manage workloads, deadlines, and detailed information effectively.
- Good working knowledge of Microsoft Office, particularly Word for document preparation and Excel for reporting and mail merging purposes.
- The ability and confidence to quickly learn bespoke systems, including the Society's in-house livestock database and online entry platforms.
- The ability to prioritise and remain organised when managing multiple tasks and completing deadlines.
- Excellent communication skills and the ability to communicate professionally with Directors, Exhibitors, Stewards, Judges, members of the public and colleagues.
- A calm, flexible and adaptable approach, especially during busy periods and Show Week.
- The ability to work independently while also being a positive and supportive member of the Show team.
- The ability to maintain confidentiality and handle sensitive information appropriately.
- A willingness to assist with other Show Office duties when required.

Previous experience in an agricultural, livestock, events or administrative environment would be advantageous, but is not essential as training will be provided.

Main Duties and Responsibilities of the Role

- Livestock schedule preparation — Assist with preparing the livestock schedule and catalogue for printing.
- Livestock booking system — work with the technical team to update the online livestock database system with changes and pricing etc
- Ring timetables — Arrange timetables for the livestock rings.
- Schedule distribution — Distribute livestock schedules.
- Judging boxes — Prepare section boxes and relevant paperwork for stewards and judges.
- Rosettes — Organise the stock-take and ordering of rosettes.
- Steward liaison — Liaise with senior livestock stewards and other section officials.
- Entry processing — Process livestock entries on the livestock database system.
- Prize cards — Prepare and print prize cards.
- Trophy management — Arrange the collection, monitoring, storage and cleaning of trophies.
- Livestock penning details — Provide penning information and details to senior livestock stewards.
- Results — Manage livestock results and send the results to relevant Breed Societies.
- Meetings and Conferences — Attend livestock and general committee meetings, as well as other meetings and conferences, as required.
- Breed Society affiliation — Assist with affiliations to Breed Societies and related administration.
- Ticket and Pass distribution — Prepare and despatch tickets, passes and relevant information to livestock exhibitors.
- General Enquiries - Respond to and deal with livestock-related correspondence, enquiries and queries.
- Judge appointments — Assist with appointment of judges.
- Judging/results book — Prepare judging and results book for show day.
- Administration - Maintain accurate records and provide general administrative support to the Show Secretary
- Other duties - Any other duties as agreed with the Show Secretary

Show Day Duties

Show Day is a key part of the role and will require the successful candidate to work as part of the wider Show Office, livestock and show teams. Duties will include:

- Trophy stewarding — Stewarding cups and trophies.
- Livestock sections — Support livestock stewards and assist with any other operational requirements necessary to ensure the Livestock sections run smoothly.
- Grand Parade — Assist with the grand parade cups and awards.
- Enquiries - Assist with all livestock related questions and queries from exhibitors, stewards, judges and the public.
- Other duties - Any other reasonable duties as required and agreed with the Show Secretary.

Additional Information

The role may involve limited travel on behalf of the Society, therefore a full driving licence and access to a vehicle are essential. Reasonable mileage expenses will be reimbursed in accordance with the Society's agreed rates. Training, conferences and relevant events may be attended as agreed with the Show Secretary and Directors of the Society. The successful candidate will be required to work flexibly during the periods leading up to and including the North Devon Show, particularly Show Week – the first Wednesday in August.

Pay

Pay will be within the range of £11.12–£13.03 per hour, dependent on age, experience and skills. The rate of pay will be reviewed annually.

Holiday

4 weeks per annum plus bank holidays, pro rata. Due to the seasonal nature of the role, annual leave cannot be taken during July or August.

Other Benefits

- Annual George Arcade (South Molton) Car Parking Pass.
- Training and development opportunities where appropriate.