

Job Description

Job Title:	Heathfield Agricultural Show Secretary
Working Hours:	Approximately 18 hours per week
Pay:	Commensurate (depending on experience and ability)
Location:	At successful candidate's home

Introduction:

The Show was first held in 1947, organised by the local branch of the NFU to raise funds for the local hospitals (pre NHS). It is now held at Little Tottingworth Farm, Broad Oak, Heathfield TN21 8UE on the Saturday of the last May bank holiday weekend. The 2022 Show, the 75th year and the first post Covid, was a great success with some 19,000 people attending.

On the 45 acre site there are competitions in various classes of livestock; cattle, sheep and pigs and a large contingent of horses taking part in various classes. Over 100 trade stands, not only agricultural but stands for the determined shopper, along with a Farmers' Market and a food fair. There are various country ways demonstrations, vintage tractors, an education tent, a fun fair and main ring attractions.

The Organisation:

The Show is organised by a Council made up by members of the Heathfield Agricultural Show. To assist it there are 7 other sub committees all of which have their own dedicated secretaries. The largest, which is the Ground committee, is responsible for setting up the Showground and looking the showground infrastructure, traffic control, parking, and entrances etc. Other dedicated roles include a Treasurer, a Membership Secretary and a Trade Stand Secretary who is responsible for selling the trade stand space, designing and laying out the ground plan in conjunction with the Ground Committee.

The Position:

This role is an exciting opportunity to become involved in a 'lifestyle' job with a varied workload. This is a part time self-employed position with extra effort necessary in the run up to the Show. You will be responsible to the Chairman of Council for the day to day running of the office and will be heavily involved with the planning, running and development of the current and future Shows

The role of Show Secretary is as instructed by, and accountable to, the Show Council and covers a wide range of different responsibilities, the following list gives details but is not exhaustive.

Key Tasks:

- Arrange and attend Show meetings and sub-committee meetings, produce agendas and take and maintain accurate records for Show Council and Ground Committee. It is very important that regular contact is maintained with the Show Council
- Annually provide timetable of Show meetings for Council ratification. The majority of meetings will take place in the evening, the successful candidate will need to be able to work flexible hours
- Liaise closely with the Section Chairs and Section Secretaries and Trade Stand and Membership Secretaries
- Communicate with the Treasurer on a regular basis to ensure the Show is run in a cost effective manner, working to a tight budget and ensure all bills are paid in a timely manner

- Regularly liaise with nominated volunteers who manage activities such as Health & Safety, Sponsorship, Finance, Press & PR
- Support Show Chairman and Council to ensure all regulations are complied with and liaise with appropriate bodies including DEFRA, Trading Standards office, H&S bodies, Environmental Health office, and premises license authority
- Maintenance of the Show website to ensure the content is up to date, accurate and informative and the online shop is fully functional
- Arrange and negotiate supplier contracts and the appointment of new contractors when appropriate. Maintain quality records of contracts entered into
- Ensure the Showground map is regularly updated and downloaded onto the web site as changes are made
- Respond to all correspondence from members of the public, whether this is with direct answering of questions or passing onto the relevant section heads. (via email, phone and social media)
- Oversees the Shows affiliations and memberships - ie ASAO membership, breed societies etc
- The role will also have an element of trouble shooting, identifying and solving problems which might arise
- Booking and communication with Main Arena entertainment and Showground attractions
- Source and book children's amusements
- Produce work schedules – create and maintain a Showground build plan
- Maintain the Show management plan
- Help produce and promote Show publications to include schedules of classes, programme, flyers, posters, newsletters and membership form
- Must be available full time during the four week build up to the Show to assist in Showground planning and coordination and be available all day Show day and full time for one week after the Show. (The Show always takes place on Saturday of the last bank holiday in May)
- Act as Data Protection officer for the Show
- Undertake any other duties agreed with Council
- Liaise with Company Secretary to ensure the Show is meeting all legal requirements with reference to filing of accounts, maintaining up to date record of directors/Council members

Key Skills:

- Excellent computer skills including experience with all aspects of Office 365
- Database management is essential
- Familiar with Google Workspace including administration of email addresses and Google analytics
- Experience of accurate minute taking
- Excellent written and verbal communication skills
- Ability to update web pages and be confident and happy to use back end Show Management system (onboarding will be given)
- Team Player
- Good organisational skills and record keeping
- Able to react calmly and professionally in a stressful situation
- Accuracy and attention to detail are a pre-requisite
- Ability to articulate and communicate succinctly with Committee members, suppliers, exhibitors etc

November 2022