



Job Description	
Job Title	Show Secretary / Administration Manager
Working Hours	Annual Hours Contract [full-time equivalent]
Location	Show Office, Moreton-in-Marsh
Salary	Competitive Salary [commensurate with experience]
Reporting to	Show Council [Executive Committee of the Society]

Background

Moreton-in-Marsh and District Agricultural and Horse Show Society has strived to promote improvements in the breeding of livestock and horses and in standards of farming across the Four Shires for 60 years, through annual competitions judged both on the farm and at its annual show. The show which takes place on the first Saturday of September each year attracts around 18,000 visitors and exhibitors.

Further background about the Society, its history and the annual show can be found on the website [www.moretonshow.co.uk]

The Society is run as a charitable organisation and is supported magnificently by a large team of volunteers, sponsors and exhibitors. The organisation, planning and management of the show is a year round activity that centres around the show office in Moreton-in-Marsh. The Society employs a full-time Secretary / Administration Manager supported by two part-time Assistants. The organisation is now seeking to recruit a new Show Secretary / Administration Manager due to a retirement.

The Person

We are seeking a dynamic, personable and well organised self starter who will provide office management and administration support to the organisation to ensure a successful show each year. The position demands a strong commitment to carrying forward the work of the Society which relies heavily on the support of volunteers. The person appointed will have excellent communication skills and be familiar with the use of information technology. He or she will ideally have an interest or some knowledge of agriculture and equine activities and be familiar with the workings of charitable organisations. The successful candidate should be highly experienced in logistical planning and should be capable of managing many interrelated activities and developing strong relationships with the network of suppliers, sponsors, staff and volunteers. Candidates should possess a high level of diplomacy and be comfortable working in a team environment where ideas are shared and discussed in an open way.

He or she should have experience in the running of a small office and should be able to manage and motivate a small administration support team.

A key aspect of the role will be flexible working. The successful candidate will need to be able to work flexible hours as most of the organising committees meet in the evenings and there is a high workload in the summer months, running up to the Show day in early September.

The Post

The role is a full-time salaried position working the equivalent of 37 hours per week for 48 weeks per year. As mentioned above the workload will be uneven throughout the year. The post also provides four weeks holiday each year that need to be taken outside the July, August and September months. The role could involve limited travel and therefore a full driving licence and a vehicle are essential. All reasonable business expenses will be paid.

Line Management

The successful candidate will be responsible to the Society's executive Council.



Main Duties of the Role

The Show Secretary / Administration Manager will be expected to undertake the following specific duties:

- Arrange Committee meetings, compile minutes, prepare and distribute meeting agendas all in consultation with the Committee Chairpersons
- Attend Committee meetings, report thereto and where possible answer questions arising
- Regularly liaise with and provide support to Committee Chairpersons and other nominated volunteers who manage activities such as Health & Safety, Sponsorship, Finance, Press & PR and updating the website
- Manage the Show Office and the small team of part-time administration staff
- Manage all record keeping and other documentation for the Society
- Produce an annual budget and activity planner
- Monitor and report to the Council on the Society's income and expenditure to ensure they are kept within budget
- Produce monthly financial statements to the Chairperson and Vice Chairperson of Council
- Manage the organisations VAT records and returns
- Suggest ways in which the Society can enhance it's income and minimise it's costs whilst still meeting it's overall aims
- Liaise with sponsors, trade exhibitors and advertisers, which range from shops to schools to professional service providers
- Arrange and negotiate supplier contracts and the appointment of new contractors when appropriate
- Undertake logistics planning for the show including the erection and dismantling of the showground infrastructure each year and liaising with external bodies and authorities
- Support the drive for additional sponsors
- Research external sources of funding and grants and completing applications where appropriate
- Produce show documentation including show catalogue, badges, prizes, certificates, etc..
- Introduce new business practises where appropriate that will enhance the Society's effectiveness
- Monitor all legislation, regulations and government guidance that may impact the Society and its activities such as Health & Safety, Animal Welfare, etc..
- Act as the Data Protection officer for the Society
- Undertake any other duties agreed with Council