Cymdeithas Amaethyddol Siroedd Dinbych a Fflint Cyf

Telephone: (01352) 712131
Email: admin@denbighandflintshow.com

Denbighshire and Flintshire Agricultural Society Ltd

www.denbighandflintshow.com
Unit 1, Speddyd Rural Business Units,
Llandyrnog, Denbigh, LL16 4LE

Join our team as show Coordinator

Location	Hours	Salary	Closing Date
Unit 1, Speddyd Rural Business Units, Llandyrnog, Denbigh, LL16 4LE	37.5 hours per week	£25,000 P.A	10th March 2025 **Interviews:** During the week beginning 17th March

We are looking for an outstanding individual to join our team on a Temporary Contract, minimum term 6 months May – October, Maternity cover.
The Denbighshire and Flintshire Agricultural Society is working towards its 161st Show. As a registered charity, our core aim is to promote sustainable agriculture, horticulture, conservation and the environment in Wales.

The successful candidate should be fully customer focused with a strong administrator's background, possessing a keen eye for detail and have great multi-tasking skills.

Job Purpose:
The Post Holder will be responsible for managing the necessary administrative duties to ensure that the Denbighshire & Flintshire Agricultural Society runs effectively. We are looking for someone with good Social media skills and a high level of computer literacy.

Key Objectives:

- Work involves developing, obtaining, processing and support sponsorship, trade bookings, exhibitor entries, vendors and advertisers for the County Show.
- Work with committee members to promote the Show in order to increase attendance
- Work with committee members to undertake booking of all resources needed to operate the Show and other related activities
- Plan, monitor and co-ordinate activities leading up to the Show day
- Produce Society publications
- Ensure all regulations are complied with and liaise with appropriate bodies including DEFRA, Trading Standards office, H & S bodies, Environmental Health office, and premises licence authority, and affiliations.
- Manage the day-to - day finances of the Society in a cost-effective manner, working closely with the Society Treasurer to control a budget
- receive income, prepare invoices, prepare VAT returns, monitor payroll activities and, as necessary, produce accounting records for preparation of annual accounts and for other reporting to society officers and committees
- Manage and develop membership of the Society, and associated activities

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- Set up and attend Society Directors/ Management Committees and other Committees as required, producing agendas and accurate records for these, and undertaking allocated tasks arising from such meetings
- Attend meetings as required with organisations that the Society has dealings with
- Liaise and co-ordinate with chairs of each committee of the Show
- Develop and maintain the Society's website and on-line social media presence
- Keep Society records and documentation
- Act as the main contact for the Denbighshire & Flintshire Agricultural Society and its County Show

We are a small team and there will be tasks that fall outside of the above key responsibilities; therefore, you will need to be flexible and willing to adapt to requirements. This role relies on effective planning and adhering to timelines.

Other responsibilities
Health & Safety
he post-holder is required, in conjunction with the Show's Health & Safety Co-ordinator, to carry out the duties accordance with the Society's Health & Safety Policies and Procedures.

Diversity
The post-holder is required to have due regard to equal opportunities at all times and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.

Line Management
The post-holder will be directly line-managed by the chairman of the management committee.

To apply for this role, please send a CV, covering letter and support document no more than two A4 pages on why you would be suited to the role to Clwyd Spencer, clwyd.maesygroes@outlook.com, by the 10th March.

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Society Coordinator – Personal Specification

Skills and Abilities	
Essential	**Desirable**
• Sound administrative experience • Ability to work under own initiative to broad agreed guideline's • Ability to lead and develop staff and volunteers • Excellent communication skills and the ability to work across all levels of the community • Excellent organisational and time management skills with the ability to manage a heavy workload and deal with competing priorities • Ability to write clearly, logically and succinctly • Proven oral communication skills • Willingness to take on and embrace new challenges to improve the Denbigh & Flint Show and the "customer" experiences of businesses dealing with the Society	• Ability to communicate through the medium of Welsh • Good presentation skills • Good networking skills • Experience in identifying and securing new business opportunities • To be commercially minded • To be flexible and adaptable in approach to working hours and job tasks
Knowledge, Education and Qualifications	
Essential	**Desirable**
• Computer literate with confidence Microsoft programs, Word, Excel, Access, Outlook • Ability to communicate in written form through correspondence and reports • Ability to promote the Society through various forms of media	• Have some experience of using QuickBooks • Have a good understanding of agriculture and the rural environment
Experience	
Essential	**Desirable**
• Experience in taking minutes of meetings • Experience in dealing with the Media • Experience of project managing events	• Experience of using Social media for business purposes • Experience in web content management • Experience of working with a wide range of companies with different priorities

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Personal Attributes	
Essential	**Desirable**
• Hard working, motivated and confident • Driven and ambitious with a flexibility and willingness to take on responsibilities and challenges • A quick learner with an openness to new ideas • Team player • Enthusiastic and approachable • Resilient and calm under pressure • Tactful, diplomatic and assertive when dealing with challenging situations • To have a current clean driving licence and availability of vehicle	• Passion and understanding of the Denbighshire and Flintshire Agricultural Society • Passion and understanding of agricultural shows in general