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 Seasonal Administrative Assistant

| Location | Hours | Salary | Closing Date |
|---|---|---|---|
| Unit 1, Speddyd Rural Business Units, Llandyrnog, Denbigh, LL16 4LE | 37.5 hours per week<br><br>(July and August) | In line with the National Living Wage | 14th May 2025<br>**Interviews:**<br>During the week beginning 27th May |

We are looking for an outstanding individual to join our team on a Temporary Contract, two months July and August.
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 working under the Show coordinator and carrying out any 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 processing exhibitor entries for the County Show.
- Work with committee members to promote the Show in order to increase attendance
- Assist the show coordinator with activities leading up to the Show day
- Produce Society publications
- Assist with running the current membership of the Society
- Liaise and co-ordinate with chairs of each committee of the Show
- maintain the Society's website and on-line social media presence
- Keep Society records and documentation
- Act as a point of 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**
**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 Show Coordinator and 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 14th May.

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

# Seasonal Administrative Assistant – Personal Specification

| Skills and Abilities | |
|---|---|
| **Essential** | **Desirable** |
| • Sound administrative experience<br>• Ability to work under own initiative to broad agreed guideline's<br>• Ability to lead volunteers<br>• Excellent communication skills and the ability to work across all levels of the community<br>• Excellent organisational and time management skills with the ability to manage a heavy workload and deal with competing priorities<br>• Ability to write clearly, logically and succinctly<br>• Proven oral communication skills<br>• 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<br>• Good presentation skills<br>• Good networking skills<br>• 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<br>• Ability to communicate in written form through correspondence and reports<br>• Ability to promote the Society through various forms of media | • Have a good understanding of agriculture and the rural environment |
| **Experience** | |
| **Essential** | **Desirable** |
| | • Experience in processing large amounts of data<br>• Experience in dealing with the Media<br>• Experience of using Social media for business purposes<br>• Experience in web content management |

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

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