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 (June, July and August)	In line with the National Living Wage	8th May 2026 **Interviews:** During the week beginning 18th May

We are looking for an outstanding individual to join our team on a Temporary Contract, three months June, July and August.
The Denbighshire and Flintshire Agricultural Society is working towards its 162nd 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 by the 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 8th 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 • Ability to work under own initiative to broad agreed guideline's • Ability to lead 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 • 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 a good understanding of agriculture and the rural environment
Experience	
Essential	**Desirable**
	• Experience in processing large amounts of data • Experience in dealing with the Media • Experience of using Social media for business purposes • 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 • 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