

Cymdeithas
Amaethyddol
Frenhinol
Cymru

Royal
Welsh
Agricultural
Society



JOB VACANCY

Personal Assistant to the Chief Executive

Location	Hours	Starting Salary	Closing Date
Llanelwedd, Builth Wells, Powys with flexible/hybrid option	Full-time	circa £29,000 p.a. plus a generous benefits and pension package	Tuesday 20 May 2024

The Opportunity

We have an exciting opportunity for an experienced Personal Assistant to provide PA/secretarial and administrative support to the Chief Executive.

About Us

Established 120 years ago, but with a firmly modern outlook, the Royal Welsh Agricultural Society occupies a unique place in the rural and cultural landscape of Wales. As a registered charity, our core aim is to promote sustainable agriculture, horticulture, forestry, conservation and the environment in Wales. We deliver on these objectives by staging three major events annually, alongside a number of awards, bursaries and scholarships.

In addition to our own events, we host a number of third-party events on our 150-acre showground, generating key income to underpin our charitable work.

Looking ahead the Society, like all organisations, will need to evolve to remain relevant. We have a number of exciting projects in the pipeline and a drive to embrace change and grow the success of our events.

The Personal Assistant is a key member of the team, reporting directly to the Chief Executive, and working closely with the Society's President, Chairs, Honorary Event Directors, Board of Directors and Committees.

Role Summary

The Personal Assistant provides high level administrative support and assistance to the Chief Executive and designated committees. The PA is responsible for carrying out a range of administration duties, as set out below, to a high professional standard whilst maintaining confidentiality.

Main Responsibilities

- Organising, preparing agendas and taking minutes at meetings and ensuring the Chief Executive is well prepared,
- Producing documents, briefing papers, reports and sharing relevant information or actions with colleagues,
- Devising and maintaining office systems, including secure data management and filing,
- Screening phone calls, enquiries and requests, and handling them when appropriate,

- Diary management and arranging appointments,
- Dealing with incoming correspondence and drafting letters as appropriate
- To assist the Chief Executive in arranging official functions and events,
- Arranging travel, accommodation and, occasionally, attending meetings with the Chief Executive to take notes and/or to provide general assistance etc.
- Supporting the Chief Executive in their role as Honorary Secretary of CARAS Cymru,
- Supporting the Chief Executive through the administration of official RWAS awards.

The RWAS is a small team and, occasionally, there will be tasks that fall outside of the above main responsibilities. Therefore, the PA will need to be flexible and willing to adapt to requirements. The PA is also required to be passionate and committed to the long-term success of the Society whilst being able to work under pressure, in confidence, handle multiple priorities and meet deadlines.

Specific committees which the PA supports include the Board of Directors, Awards, Constitution, Planning & Development, CARAS Cymru and other committees or working groups as required from time to time.

This is an exciting role and we are looking for someone to join the team for the long-term and the intention is that the successful candidate will grow and develop with us and be a central part of the Society and its future.

About You

The following attributes are important qualities for the role. It is appreciated that a single candidate may not possess them all. However, please use your application to demonstrate how your experience, skills and knowledge can meet the requirements of fulfilling this role.

Experience, Skills and knowledge

- Exceptional written and oral communication skills
(*English – essential, Welsh – desirable*)
- Excellent word processing and IT skills, including knowledge of a range of software packages
- Excellent time management skills, ability to prioritise, work under pressure and multi-task.
- Ability to research, digest, analyse and present material clearly and concisely
- Excellent interpersonal skills
- Ability to work on your own initiative
- Attention to detail
- Honesty and reliability
- Flexibility and adaptability to juggle a range of different tasks
- Discretion and an understanding of confidentiality issues
- A friendly, approachable and confident manner.

To discuss the post informally, applicants are encouraged to contact the Chief Executive, Aled Rhys Jones (chiefexecutive@rwas.co.uk).

To apply for this role, please send a CV and covering letter to Caron Evans, Head of Administration (recruitment@rwas.co.uk).

The closing date for applications is **12 midday on 20 May 2024**.

Interviews will be held during the week commencing 27 May 2024.

Please see details of the benefits package and general terms of employment on the supporting document.

* Welsh language skills are considered an asset to the organisation. We encourage and support staff to learn, develop and use their Welsh language skills in the workplace.