



## Join our team as an Administration Assistant

Location	Hours	Salary	Closing Date
Llanelwedd, Builth Wells, Powys with flexible/hybrid option	Part-time minimum 3 days increasing to full time May, July and November or Full-time 36 hours 15 minutes a week	Circa £23,500 p.a. pro rata plus, a generous benefits and pension package	Friday 29 <sup>th</sup> November, 2024  <b>Interview Date</b> Wednesday 11 <sup>th</sup> December, 2024

### The Opportunity

We are looking for an individual to fulfil the post of Administration Assistant. This is role you would be delivering on miscellaneous office and event-based work for our three events including the Royal Welsh Show, Winter Fair and Spring Festival ranging from competitions, entertainment, general administrative office/event based and reception work.

### 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 several awards, bursaries and scholarships.

In addition to our own events, we host several 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 few exciting projects in the pipeline and a drive to embrace change and grow the success of our events.

### Overview

The role is varied and event based; ranging from competitions such as Farriery, Ornamental Ironwork, Horticulture Village, the staging of the Sports Village and Show music and talk workshops, catering bookings, reception and general administrative office work such as staff training.

### Main activities

- Assisting and co-ordinating Committee and event competition work

- Assisting and co-ordinating limited entertainment at the Festival and Show
- Assisting and co-ordinating event activities at the Festival and Show
- Assisting with catering bookings and the distribution of meal tickets at events
- Assisting with event timetables and itineraries
- General administrative assistance to the line manager
- General assistance in other areas such as reception two days a week

You need to be passionate and committed to the long-term success of the Society whilst being able to work under pressure, handle multiple priorities and meet deadlines.

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.

The position reports directly to the Head of Administration.

The following attributes are important personal 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 varied position.

### **Experience, Skills and Knowledge**

- proficient in calendar management and document preparation
- provide administrative support to ensure efficient office and event operations
- maintain physical and digital filing systems
- answer calls and direct callers to appropriate personnel
- ability to achieve a very good level of administration work
- ability to achieve excellent communication skills, both orally and in writing
- ability to achieve excellent interpersonal skills
- ability in the use of office-based IT software and use of spreadsheets and databases
- ability to co-ordinate and cascade information
- ability to work on own initiative and as a team
- good organisational and time management skills
- ability to multitask effectively and focus in a busy environment
- close attention to detail
- ability to create a basic financial analysis using excel and awareness of a budget
- ability to converse and write in both English and Welsh languages desirable but not essential
- a friendly, approachable and confident manner
- an appreciation or active role in farming or rural life would be an advantage

### **Essential information**

- Proof of right to work in the UK

To apply, please send a CV and covering letter to Ms Caron W Evans, Head of Administration, either by email to [caron@rwas.co.uk](mailto:caron@rwas.co.uk) or by letter marked 'Private and Confidential' to Ms Caron W Evans, Head of Administration, RWAS Ltd, The Showground, Llanellwedd, Builth Wells, Powys LD2 3SY.

If you would like to informally discuss the post prior to applying, please contact the above.

**Closing date: Friday 29<sup>th</sup> November, 2024**

**Interviews: Wednesday 11<sup>th</sup> December, 2024**



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## GENERAL TERMS & CONDITIONS OF EMPLOYMENT

- Contract:** Permanent (subject to a 6-month probationary period)
- Salary range:** £23,500 per annum pro rata
- Hours:** Part Time minimum 3 days / Full time May, July and November or Full time – Monday to Friday – Business Core hours: 8.45am to 5pm. Monday to Friday. Lunch 30 minutes to two hours. Flexible options available between 8am to 6.30pm.
- Additional hours:** During peak times, the post-holder will be required to work additional hours in preparation for Society events including limited weekend work three times a year, preapproved limited TOIL will apply. Hybrid working in place as agreed with the line manager.
- Holidays:** 24 days per annum plus normal public holidays. Business closure over the Christmas and New Year period.
- Benefits:** In line with the Pension Act 2011. Health care, life insurance and longer-term sickness cover (conditions apply) offered after a successful probationary period. Stakeholder pension employer pays 6% of gross salary, employee pays minimum 4%. Advice from financial benefits broker also available.