



Join our team as an Administration Officer

Location	Hours	Salary	Closing Date
Llanelwedd, Builth Wells, Powys with flexible/hybrid option	Full-time 36 hours 15 minutes a week	Circa £28, 250 p.a. plus, a generous benefits and pension package	Friday 29 th November, 2024 Interview Date Wednesday 11 th December, 2024

The Opportunity

We are looking for an experienced, dynamic and motivated individual to fulfil the post of Administration Officer. This is an important role in the delivery of the infrastructure for our three events including the Royal Welsh Show, Winter Fair and Spring Festival.

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 and key to the infrastructure of our events; undertaking event service contract work with Managers and Senior Volunteer post holders; the administration for a substantial and important team of volunteers and key Show Committee works such as Summer Show, Traffic Management and Health & Safety. Also, on occasion attending other key standing Committees such as the Winter Fair, Festival, Livestock and Equine.

Main activities

- support procurement work for event contracts (services) and their implementation e.g. traffic management, security, waste management, cleaning and maintenance, public address and radios etc
- co-ordination of volunteer stewards for the three events (circa 800 for the Show), including stewards caravans

- co-ordinating Show Committee meetings, including Summer Show, Traffic Management, Health & Safety and recording minutes and actions therefrom
- co-ordinating contracts with landowners and others such as British Rail, National Grid Group, Welsh Government and local Farmers.
- co-ordinating licensing arrangements in line with the above
- production of varied documentation to support event infrastructure
- coordination of ticketing arrangements
- periodic general assistance in other areas such as reception from time to time

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, and the postholder will work on some aspects of work for the Chief Executive, Head of Operations and Estate Manager.

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

- excellent level of administration work
- excellent communication skills, both orally and in writing
- excellent interpersonal skills
- excellent in office-based IT software and use of spreadsheets and databases
- excellent ability to co-ordinate and cascade information
- proven track record of streamlining processes and improving efficiencies
- ability to assist in the direction of work and assist line managers/senior officials in the development of operating procedures
- ability to confer on matters affecting policy and other administrative problems
- ability to problem solve and adapt
- offer a good level of customer service and to multitask to deadline
- ability to work on own initiative and as a team
- close attention to detail
- ability to organise event service contract work would be desirable but not essential
- general awareness and understanding of compliance and GDPR issues would be desirable but not essential
- ability to co-ordinate work between large number of stakeholders
- ability to understand budgets and create a basic financial analysis
- a friendly, approachable and confident manner
- ability to converse and write in both English and Welsh languages desirable but not essential
- ability to co-ordinate work between large number of stakeholders
- an understanding or experience of farming or rural life

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 or by letter marked 'Private and Confidential' to Ms Caron

Cymdeithas
Amaethyddol
Frenhinol
Cymru

Royal
Welsh
Agricultural
Society



W Evans, Head of Administration, RWAS Ltd, The Showground, Llanelwedd, Builth Wells, Powys LD2 3SY.

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

Closing date: Friday 29th November, 2024

Interviews: Wednesday 11th December, 2024

GENERAL TERMS & CONDITIONS OF EMPLOYMENT

- Contract:** Permanent (subject to a 6-month probationary period)
- Salary range:** £28,250 per annum
- Hours:** Full time – Monday to Friday – Business Core hours: 8.45am to 5pm. Monday to Friday. Lunch 30 minutes to 2 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, 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.