

Cymdeithas
Amaethyddol
Frenhinol
Cymru

Royal
Welsh
Agricultural
Society



Join our team as Head of Operations

Location	Hours	Salary	Closing Date
Llanelwedd, Builth Wells, Powys with flexible/hybrid option	Full-time	Circa £40,000 p.a. plus a generous benefits and pension package	Tuesday 3 January 2023

The Opportunity

We are looking for an experienced, dynamic and motivated Head of Operations to join our team to play a central role in the planning and delivery of our portfolio of events including the Royal Welsh Show, Winter Fair and Smallholding & Countryside Festival.

About Us

Established almost 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.

Therefore, the Head of Operations is a key member of the Society's Senior Leadership Team, reporting directly to the Chief Executive, and working closely with the Society's Honorary Event Directors, Board of Trustees, Chairs and Committees.

Key Responsibilities

The Head of Operations will have responsibility for the planning, co-ordination and delivery of all operational aspects of our in-house events, including:

- the preparation of Event Management Plans,
- the procurement and management of key service and hire contracts including security, traffic management, parking, gates and entrances, tentage, cleaning, waste management, communications and public address etc.
- oversight of all livestock competitions and supervision of the Livestock Department,
- oversight and supervision of the Tradestand Department,
- event safety and liaison with our Health & Safety Advisor,
- licensing and compliance,

- emergency planning,
- the line management of staff and working closely with volunteers, members, committees and key stakeholder groups.

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 Head of Operations is also the lead officer responsible for the delivery of the Winter Fair.

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

- Proven track record of event management.
- Demonstratable operations experience.
- Contract and supplier management.
- Knowledge of health and safety and risk management.
- Producing, managing and evaluating budgets.
- Staff management and team working.

Skills and knowledge

- Excellent IT literacy.
- Highly organised.
- Excellent communication skills.
- Excellent time management skills, ability to prioritise, work under pressure and multi-task.
- Excellent presentational skills in English (essential) and Welsh (desirable) – both verbal and written.*
- Initiative and creativity.
- Close attention to detail.
- 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 W Evans, Head of Administration (recruitment@rwas.co.uk).

The closing date for applications is **12 midday on 3 January 2023**.

Interviews will be held during the week commencing 16 January 2023.

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.