



## Join our team as the Livestock Assistant

Location	Hours	Salary	Closing Date
Llanelwedd, Builth Wells, Powys with flexible/hybrid option	3 days per week with an increase to full time hours April to July; October to November.	Circa £23,500 p.a. pro rata plus, a generous benefits and pension package	5.2.25

### The Opportunity

An exciting opportunity has arisen to undertake administrative and support work, as the Livestock Assistant. This is a rewarding and insightful role, actioning pre-planning and practical elements associated with all areas of Livestock and equine, for all three events, being the Royal Welsh Show, Winter Fair and Spring Fair, hosted by the Society.

### About Us

Established over 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. We are aware of the importance that our events provide as a platform for those relevant industries, business partners and educational learning for all.

### Key Responsibilities

The role is reliant upon being effective in communication skills, administrative work, IT skills, communicating by phone and email to exhibitors and associated society's and supporting the Team in fulfilling their timelines and outcomes. The workload is variable and at times will naturally peak in demand, however this is a popular department that is varied, exciting and fast moving which will be fully rewarding to the successful candidate.

You will need to be an effective team player, who has astute interpersonal skills, the ability to be flexible and adapt quickly to the needs of the department.

You will predominantly assist the Livestock Team, under the instruction of the Senior Livestock Officer but may also support wider departments if required. Your duties will include:

- Being an effective member of the Livestock Team, with a sound understanding of livestock and equine related matters, supporting colleagues with basic administrative duties and updating progress as appropriate.
- Attending meetings, accurately recording minutes, actions and following the standard approach to effective documentation.
- Proficiency in basic IT Databases such as Microsoft Word, Excel, and be willing to enhance your skills within this area.
- Be able to follow and implement the livestock and equine competition entries, becoming familiar with the rules and regulations.
- Assist in the processing of livestock and equine entry systems, supporting exhibitors.
- Assist in producing and finalising the catalogue content, ensuring accuracy, which will thereafter be prepared for distribution and sale.
- Have the effective interpersonal skills to support and assist in enquiries by telephone, face-to-face and email, from exhibitors, Breed Society representatives and other associated persons.
- Have confidence and demonstrate a professional manner in escalating any concerns or issues, that require further actioning to the senior livestock officer, understanding the importance of documenting all information prior.
- Be able to collate and if required, research all required information associated with the judges allocation, liaising with Breed Society's, associated partners; ensuring the information is complete and factually correct.

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 events calendar relies on effective pre-planning and adhering to timelines, there are times in the calendar year whereby the activity naturally increases, therefore a need to enhance working hours to full time during these time frames.

This is an exciting and unique role, and we are looking for an enthusiastic and hard-working individual, conscientious, with a strong work ethic, who acts with integrity for the benefit of the organisation.

### **About You**

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, be a confident communicator and meet deadlines.

The position reports to the Senior Livestock Officer, with oversight by the Head of Operations as the line manager. It is appreciated that a single candidate may not possess all the experience outlined, however, please use your application to demonstrate how your experience, skills and knowledge can meet the requirements of fulfilling this role.

### **Experience**

- An interest or experience in the agricultural sector and/or livestock farming/equine industry is viewed as essential.
- Previous experience in working within events is desirable.

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Cymdeithas  
Amaethyddol  
Frenhinol  
Cymru

Royal  
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Agricultural  
Society



- Previous experience in effectively working within a team environment is essential.
- Demonstration of working with committee's and volunteer led organisations desirable.
- An understanding into the Royal Welsh Agricultural Society in general is desirable.

### Skills and knowledge

- Effective communication skills, both written and verbal, with an ability to provide written reports and the ability to explain information effectively.
- Excellent interpersonal skills, being friendly, approachable, and confident in manner.
- Proficient in basic IT skills, including Excel, Microsoft Word, Power point, Spreadsheets, data collection tools.
- Able to work to timelines and basic instructions from the Livestock Lead officer.
- The ability to converse in English (essential) and Welsh (desirable).
- Be willing to further enhance their ability to speak Welsh, if needed.

### Essential information

- Proof of right to work in the UK.

To discuss the post informally, applicants are encouraged to contact the Head of Operations, Rachel Powell ([rachelp@rwas.co.uk](mailto:rachelp@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](mailto:recruitment@rwas.co.uk)).

<p>* 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.</p>
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## GENERAL TERMS & CONDITIONS OF EMPLOYMENT

Part-time hours: 3 days a week with enhanced working of hours to Full Time during the months outlined above (Normal working hours: 08.45hrs to 17.00hrs. Monday to Friday. Lunch 12.30hrs to 13.30hrs). Flex Time and Hybrid working options available.

Additional hours: During peak times the post-holder may be required to work additional hours in preparation for the main events. Limited TOIL will apply.

Holidays Pro rata: 24 days per annum plus normal public holidays.

Benefits: In line with the Pension Act 2011. Health care and life insurance is offered after a successful probationary period.

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