



## Join our team as the Operations Coordinator

Location	Hours	Salary	Closing Date
Llanelwedd, Builth Wells, Powys with flexible/hybrid option	Full-time.	Circa £26,500 p.a. pro rata plus, a generous benefits and pension package	5.2.25

### The Opportunity

An exciting opportunity has arisen to step into the fulfilling role of Operations Coordinator for the Royal Welsh Agricultural Society. This is a critical role, integral to supporting the pre-event management planning, with an insight into the strategic and operational logistics for all three events, being the Royal Welsh Show, Winter Fair and Spring Fair, hosted by the Society.

As an integral role, you will work closely with the Head of Operations, as well as with all departments, with the need to adapt seamlessly to complete specific projects, that ensure the safe and effective running of the events.

### 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 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 forward planning, leading on specific directed projects, with a solution focused mindset. The workload is variable and at times demanding, however the rewards are great in the satisfaction of being part of the most prestigious agricultural events organisation in Wales.

You will need to be a motivated individual, with highly effective communication skills, a positive outlook in working relationships, with the ability to easily adapt to the demands of the events industry.

You will predominantly assist the Head of Operations and your duties will include:

- Working with our Insurance partners in itemising, logging insurance cover, insurance claims.
- Planning and organising in collaboration with external stakeholders and partnerships, such as the All-Wales ASAO conference.
- Working with the Feature County, communicating, supporting and assisting in their programs and activities for the Winter Fair.
- Supporting the Head of Operations with committees and working groups, such as the Future Generation Committee.
- Supporting, organising and facilitating in the educational offer at the Winter Fair, being an important part of the society's charitable aims.
- Supporting with the publication and format of key documents, Policies and Procedures.
- Mediating with performers and entertainers, securing their services within the event programming of the Winter Fair.
- Ordering and distribution of hired in semi-permanent structures, temporary service provisions, with a few of budget and value for future events.
- There will be additional work that may require the ability to factually research and provide presented information, for sound decision-making, in view to the direction required, within the events profile.

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 there maybe moments where additional work hours are required to complete essential tasks.

This is an exciting and unique role, and we are looking for an enthusiastic and hard-working individual, conscientious, with a strong work ethic, highly professional, who acts with integrity for the benefit of the organisation. Being part of a wider team, the successful candidate will be a central part of the Society and its future.

### **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 directly to the Head of Operations as the line manager but, will naturally liaise as part of the role, with other senior leadership team members and key members of staff. 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 community is preferable.
- Previous experience in working within events is preferable.
- Previous experience in working within a team environment but an ability to demonstrate the ability to be independent in projects, preferable.
- Demonstration of working with committee's and volunteer led organisations desirable.
- Demonstrates an understanding and insight into the Royal Welsh Agricultural Society in general and what it represents.
- An understanding of using Policies and Procedures in previous working environments.
- An interest or insight into the Welsh Educational Curriculum.

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Cymdeithas  
Amaethyddol  
Frenhinol  
Cymru

Royal  
Welsh  
Agricultural  
Society



### Skills and knowledge

- Effective verbal communication skills, with an ability to provide written reports and the ability to present data effectively.
- Excellent interpersonal skills, being professional, friendly, approachable, and confident in manner.
- Proficient in basic IT skills, presentation and familiar with operating databases, including Excel, Microsoft Word, Power point, Spreadsheets, data collection tools etc
- Highly organised and able to forward plan, setting deadlines with an ability to analyse details independently and research identified areas.
- The ability to be professional, executing confidentiality and conduct principles.
- A basic awareness of research principles understanding credible sources.
- The ability to work with direction and support of the Head of Operations.
- 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)).

* 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.
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### GENERAL TERMS & CONDITIONS OF EMPLOYMENT

Full-time hours: 36.25 hours per week. (Normal working hours: 08.45hrs to 17.00hrs. Monday to Friday. Lunch 12.30hrs to 13.30hrs). Flexible 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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