



JOB SPECIFICATION – Competitions Officer

Post:	Competitions Officer
Site:	The Bath and West Showground, Shepton Mallet BA4 6QN
Team:	Show Team
Report to:	Head of Shows
Additional Task Manager:	Senior Entries Officer

THE BUSINESS

The Royal Bath & West of England Society is a £3.5m turnover charity that was set up in 1777 to promote and encourage Agriculture, Manufacture, Arts and Rural Crafts by education and knowledge transfer. It is best known for hosting the Royal Bath & West Show which for the last 54 years has been hosted on our own showground at Shepton Mallet.

The business of the Society is in four parts:-

- Hosting financially viable agricultural and rural shows
- Gaining best commercial value from our showground
- Developing superfluous land to release capital for showground improvements
- Delivering our charitable objectives

600,000 people visit our busy all-year-round Showground, but the pinnacle of our year is the prestigious Royal Bath & West Show that attracts an attendance of close to 130,000 visitors and features close to 30 different sections with 10,000 competitive entries across a range of disciplines.

MAIN PURPOSE OF THE POST

The primary purpose of this post is to support the Senior Entries Officer in managing those sections of the Royal Bath & West Show that have competitive entries including the British Cheese Awards, and excluding livestock & horses, to make sure that the entire entry process is managed efficiently and effectively

ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

To ensure the smooth running of the Society's Shows the post holder will undertake a range of tasks that will include:-

- Committee meeting management, minute taking and the allocation of actions for some of the competitive sections within the show
- Coordinate resources for competitive sections of the Show to assist stewards with the running of their section during the show.
- Using the Society's bespoke database support the Senior Entries Officer to operate and manage competitive sections in the show, from preparation of the schedule, receiving & managing entries, through to logging competition results.
- Support the Senior Entries Officer with a variety of administrative tasks in the build-up to the Show.
- Support the Senior Entries Officer to manage competitive classes at the Dairy Show with a range of administrative tasks
- To carry out any other duties that may be deemed necessary by senior management.

ATTRIBUTES REQUIRED

- Education/ Training:** Good general standard of education to include administrative competency.
- Competence:** The post-holder must be competent and confident with ICT and the use of the inhouse Access-driven databases
- Team Work:** Be a motivating team player with a “can-do” attitude who can support other members of staff.
- Experience:** An understanding of the agricultural show industry or similar event environments. Experience or an understanding of working with volunteers.
- Aptitude:** Self-motivated with ability to manage your own time
Attention to detail is important to you
Comfortable in a mixed age and mixed gender open plan office environment.
High level of awareness of customer needs in a service environment.
Good neat appearance, with strong communication and interpersonal skills.
A flexible and innovative approach to the job.
- Days of Work:** There is basic working week of 36.25 hours across 5 days per week to support the Showground’s core activities. The basic daily attendance hours are between 09.00 to 17:00 hours Monday to Friday, with 45 minutes for lunch. The post-holder, however, will be flexible in meeting the Society’s service needs, particularly during build-up, duration of, and the break-down of the Royal Bath & West Show.
- Location:** The post-holder must live within reasonable travelling distance of the Showground.

Benefits:

- The Society runs a staff pension scheme and healthcare scheme (after 3 months probation)
- The Society offers 20 days paid holiday per year, plus Bank Holidays, and additionally.....
- The Society operates a 2-week Christmas & New Year shut down to account for increased workload associated with the organisation of the Royal Bath & West Show.
- The Society gives 2 days of “time off in lieu” to cover having to work on the Bank Holiday Monday before the Show and the Saturday of the Show to be taken after 10th June each year.

Salary: This post is offered at Band D – Technical Delivery with some external interaction - £20,000 - £25,999.
Salary to be negotiated with the successful applicant depending on skills and expertise.

Next Steps:

Should you wish to apply for this position with the Society, please email us your CV and cover letter to Rachel Freestone (rachel.freestone@bathandwest.co.uk), or for more information on the scope of the role, please email the Head of Shows, Alan Lyons (alan.lyons@bathandwest.co.uk)

Applications will close on 1st March with interviews the week of 18th March for a start date as soon as possible after this date depending on notice periods

Please Note

All details are provided for guidance only, and do not necessarily limit the responsibilities and accountabilities of the job. Full details of employment terms are provided within offers of employment, The Employees Guide, and appropriate policies within the Royal Bath and West England Society. Some benefits indicated may only be available after a qualifying period. This document does not constitute an offer of employment. Offers are only valid when provided in writing.