

JOB SPECIFICATION
COMPETITIONS ADMINISTRATOR

Location: The Royal Bath and West Showground,
Shepton Mallet, BA4 6QN

Report to: Head of Shows

The Business

The Royal Bath & West of England Society is a charity that was set up in 1777 to promote and encourage Agriculture, Manufacture, Art and Rural Crafts by education and knowledge transfer. It is best known for hosting the Royal Bath and West Show.

The business of the Society is in three parts:

- Hosting financially viable agricultural and rural shows
- Gaining best commercial value from the showground
- Delivering our charitable objectives.

The Royal Bath & West Show attracts an attendance of up to 140,000 visitors and features almost 30 different sections with 10,000 competitive entries across a range of disciplines as well as circa 500 commercial trade stands. Due to COVID the normal show has not been held for two years although a Country Festival was held in August 2021.

Main Purpose of the Post

The primary purpose of this role is to administer all aspects of competitions that are held by the Society. The key events are currently the Royal Bath & West Show, The Dairy Show and Grassland UK (every third year).

Primary Duties and Responsibilities

- Using the Society's bespoke database, manage the entire entry process for all the competitions held by the Society throughout the year and particularly during the Royal Bath and West Show and the Dairy Show.
- Preparation of the Schedules in coordination with the relevant committees.
- Receiving and managing entries onto the database system.
- Logging and publicising the results.
- Logical and methodical processing of monetary prizes, prize cards, rosettes and trophies.
- Attending committee meetings, taking minutes as necessary and allocating and actioning resources as required.
- Liaising with Judges and Stewards.
- Assisting Stewards with the running of their sections.
- Planning and scheduling competitions, sourcing the necessary resources required to run the competitions.
- Accurate and efficient recording of all records and archiving material.
- Liaising with outside organisations and competitors, dealing with queries as necessary.
- Supporting the shows team in a variety of tasks in the lead up to events.
- Carry out any other reasonable duties that may be required.

Attributes Required

Education/training: Good general standard of education

Competence: The post holder must be competent and confident with ICT including databases, booking systems, Excel and Word.

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| 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 would be beneficial but is not essential. Experience of working with entries, particularly with livestock and horses would be an advantage. Experience or an understanding of working with volunteers. |
| Aptitude: | Self-motivated with ability to manage your own time. Meticulous attention to detail and accuracy. Ability to adopt a confident and calm approach with competitors. Ability to communicate in person, on the telephone and electronically. Excellent written and oral communication skills. Ability to deliver a high level of customer service. Flexible approach and commitment to see the job through and ability to increase hours during busy periods. Excellent organisational skills to plan short, medium and long term work priorities. Ability to think and problem solve sometimes at short notice. Strong communication and interpersonal skills. Honesty and integrity. Smart appearance. |
| Working Conditions: | Days of work: Standard working week of 36.25 hours across 5 days per week to support the Society’s core activities. Basic daily attendance hours are 9 am to 5 pm Monday to Friday with 45 minutes (unpaid) lunch break. The post holder will however need to be flexible to the Society’s needs particularly during the build-up, duration and breakdown of the Royal Bath and West Show and Dairy Show. (Time off in lieu will be offered subject to agreement with the Senior Manager). |
| 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 8 Bank Holidays. |
| Salary: | £23,000 to £25,000 dependent upon experience |
| Next steps: | If you wish to apply for this position, please email us your CV and a covering letter to Rachel Freestone rachel.freestone@bathandwest.co.uk |

Applications will close on 14th February 2022 with interviews the week commencing 28th February 2022

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.