



JOB SPECIFICATION – Event Procurement & Logistics Coordinator

Post: Events Procurement Coordinator
Site: The Bath and West Showground, Shepton Mallet BA4 6QN
Team: Estates Team
Report to: Society Secretary

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 55 years has been hosted on our own showground at Shepton Mallet as well as the annual Dairy Show and the triennial Grassland UK.

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 120,000 visitors and features over 20 different sections each of which is supported by volunteers.

All of our Shows require a significant amount of external supplies such as marquees, furniture, showers, accommodation, security, medical care and cleaning supplied by contractors.

MAIN PURPOSE OF THE POST

As part of the Estates Team, the primary purpose of this post is to support the Team in managing the procurement of goods and services for the Society's Shows and in so doing ensure an efficient and effective service throughout each Show.

This will be achieved by being the key member of staff responsible for the upkeep of our Section Request database that records and monitors requirements, and setting out the show's physical requirements on the CAD plans for each of the Society's Shows.

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: -

- Maintain, amend and monitor the Section Request database while maintaining a close liaison with the stakeholders involved.
- Maintain and amend the CAD drawings associated with each Show while keeping a close liaison with the Tradestand Manager and the Infrastructure Manager to avoid duplication or conflict of space. This will involve working on site to mark out structures.
- Manage the procurement process for a variety of goods & services and in so doing monitor budgets
- Place orders for goods & services and raise purchase orders through the accounts team.
- Manage suppliers while they are working on site and maintain good relations with them.
- With colleagues, plan the build and dismantling schedules for the Shows.
- Coordinate the delivery or collection of goods for the Shows.
- To carry out any other duties that may be deemed necessary by senior management to support other events organised by the Society or its subsidiary companies.

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 in-house Access-driven databases
The post-holder must be competent and confident with CAD and if experience is lacking, undertake appropriate training.
- 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 when longer working hours will be required.
- 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 covering letter to Rachel Freestone (rachel.freestone@bathandwest.co.uk).

Applications will close on 16th September with interviews the week of 23rd September for a start date on 4th November 2019

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.