

The Fife Agricultural Association

Job description September 2024

| JOB TITLE | REPORTS TO |
|---|---------------------------------|
| Administrative assistant | Show Organiser/President |
| GENERAL INFORMATION | |
| <p>The Fife Agricultural Association is both a Charity and limited company. The main objects of the Charity include education of the public in agricultural matters and the improvement of agriculture, produce, stock and machinery. The Fife Show is held each year, on the second last Saturday in May, and is the main tool for fulfilling these objects.</p> <p>The Fife Show has been held since 1821 and is now regarded as one of the biggest and most popular one day agricultural shows in Scotland. Around 150 volunteers are involved in the set up of the event and on Show day, and approximately 10,000 people attend annually.</p> <p>The Association employs a Show Organiser, and has a Committee of 27 voluntary Trustees, drawn from throughout Fife.</p> | |
| PURPOSE and KEY RESPONSIBILITIES | |
| <p>To provide secretarial/administrative support to the Show Organiser in relation to the Fife Agricultural Association and in the delivery of Fife Show.</p> <p>Duties will include, but are not limited to:</p> <ul style="list-style-type: none">• managing members mailings;• attending committee meetings as secretariat – producing and distributing agendas, minutes etc• managing PR, advertising and social media activity;• organising licensing requirements and affiliations for the Show;• assisting with livestock entries and Show Catalogue production;• being in attendance throughout Fife Show day;• any other duties in the general scope of the role, as required. | |

SKILLS & EXPERIENCE

Essential skills:

IT literacy – good working knowledge of Word, Excel, Access.

Social media – working knowledge of facebook.

Strong communication and interpersonal skills – both written and verbal.

Good organisational skills and the ability to retain a high level of accuracy when working to deadlines.

Ability to work using own initiative as well as being a team member.

Additional training will be given where required.

The Association is looking to employ an enthusiastic person with a “can do” attitude in this exciting “lifestyle” job with a varied workload.

The successful candidate will have the opportunity to be involved in the planning and organising of future Shows, ensuring their sustainability and improvement.

HOURS & SALARY

This is a permanent position with hours varying throughout the year, so flexibility is required.

The position would suit someone working mainly from home on a part time basis - approximately 4 hrs/week June - December, but with increased hours of approximately 20 hrs/week as the intensity of Show preparation increases between January and May. Some evening work will be required.

A remuneration package tailored to the successful candidate will be offered.

APPLICATION PROCEDURE

Applications with cv and covering letter should be emailed to fifeshow01@gmail.com or posted to The Fife Agricultural Association, Nether Findas, Chance Inn, Fife KY15 5PQ.

References will be required.

Closing date for applications – 28 September