
V A C A N C Y

Assistant Livestock Officer

An exciting opportunity has arisen to provide administration support as an Assistant Livestock Officer at the Royal Welsh Agricultural Society, on a full time basis.

The Royal Welsh Agricultural Society was formed in 1904 and has played a leading role in the development of agriculture and the rural economy in Wales for over a century. Today our work includes providing support for business, social welfare and education in rural communities together with the staging of our ever-popular Society events; namely the Royal Welsh Smallholding & Countryside Festival, Show and Winter Fair.

The role covers all aspects of livestock competitions and administration. You will assist with the preparation and operation of one of the finest livestock shows in Europe, and your duties will include:

- To fulfil certain aspects of the Livestock Officer's role in his/her absence
- Work alongside another Assistant Livestock Officer
- Guide temporary staff employed during peak work times
- Attend meetings, record minutes and complete action points
- Produce competition schedules and distribute
- Understand and follow the livestock competition criteria, rules and regulations and of other related societies
- Processing livestock entries for competition
- Presice cataloging for printing and sale
- Allocating pens, stalls and stables
- Collate and distribute instructions, plans and appropriate passes to exhibitors
- Effectively deal with customers and officials queries face to face, by telephone and email



Noddwr / Patron: Her Majesty The Queen
Prif Weithredwr / Chief Executive: Steve Hughson
Cadeirydd y Cyngor / Chairman of Council: David Lewis

Company Registration No.: 892851 Wales. Charity Registration No.: 251232 VAT No.: 134 6903 69

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 and meet deadlines.

It is an essential requirement that you have a proof of right to work in the UK.

The position reports directly to the Livestock Officer and the following attributes are important personal qualities for the role. It is appreciated that a single candidate may not possess them all.

However, please use your application to demonstrate how your experience, skills and knowledge can meet the requirements of fulfilling this varied position.

Experience, skills and knowledge

- Excellent communication skills, both orally and in writing,
- Excellent interpersonal skills,
- Proficient in IT and familiar with operating databases,
- Financial processing,
- Close attention to detail,
- A friendly, approachable and confident manner,
- A background in agriculture and/or equine (desirable),
- The ability to work on own initiative as well as within a team,
- The ability to converse in English and Welsh (desirable).

To apply, please send a CV and covering letter to Ms Caron Evans, either by email to caron@rwas.co.uk or by letter marked 'Private and Confidential' to Ms Caron Evans, The Royal Welsh Agricultural Society, Royal Welsh Showground, Llanelwedd, Builth Wells, Powys, LD2 3SY.

Closing date: Friday, 6 September 2019

Interviews will be held on Friday, 13 September 2019

GENERAL TERMS & CONDITIONS OF EMPLOYMENT

Contract:	Permanent
Salary:	£19,000 per annum
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).
Additional hours:	During peak times, the post-holder will be required to work additional hours in preparation for the Royal Welsh Show and Winter Fair.



Holidays: 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.

