



## **ROYAL NORFOLK AGRICULTURAL ASSOCIATION ASSISTANT EQUINE & LIVESTOCK COORDINATOR**

The Royal Norfolk Agricultural Association (RNAA) is seeking to appoint an exceptional person to join the dynamic RNAA team. Working alongside our Equine and Livestock Coordinator you will be responsible for helping to effectively deliver all Equine and Livestock content for the Royal Norfolk Show.

### **Responsibilities**

Reporting to our Charity Manager, this unique, varied and important role involves assisting the Equine and Livestock Coordinator with the planning, organisation and delivery of all aspects and content of the competitions for the Royal Norfolk Show.

This role requires exceptional attention to detail, administration and planning skills to ensure that the Show's many equine and livestock classes run seamlessly and to the high standard demanded by our competitors and judges. Ideal candidates must have a great deal of flexibility and adaptability to work cohesively within our small and very dedicated team.

### **About Us**

The RNAA is one of the leading agricultural associations in the UK and exists to promote and support food, farming and countryside. With a vibrant and supportive membership, it is best known for the Royal Norfolk Show and many other industry related events and activities including the Norfolk Farming Conference. Norfolk Showground Limited is our trading subsidiary and manages the RNAA's estate, Norfolk Showground and Norfolk Events Centre as a successful events venue.

### **About You**

We are looking for a highly capable and driven individual with a positive, can-do attitude and a genuine team player who has excellent time management skills and the ability to work effectively under pressure.

### **Scope**

35 Hours per week (9 a.m.- 5 p.m.) Monday-Friday. Willingness to work flexible hours outside the normal office hours during the lead up to society events especially the months of April-June. Willingness to undertake weekend work when applicable during May-June.

### **How to Apply**

To apply, please do so in writing, outlining why you feel you might be suitable for this role, including:

- An up-to-date CV.
- A covering letter explaining why you are interested in this role, how your strengths and experience make you suitable for it and what you feel you could bring to the RNAA.
- Salary dependent on experience starting at £22,000 per annum.
- Employee benefits package to include company pension, free car parking and private healthcare.

**Closing date for applications: No later than 5pm Friday, October 18, 2024**

**Shortlisted candidates will be invited to interview, in person, in late October 2024.**

**Applications by email to [holly.whitaker@rnaa.org.uk](mailto:holly.whitaker@rnaa.org.uk)**

**The Royal Norfolk Agricultural Association is an equal opportunities employer.  
NO AGENCIES.**

<b>Job</b>	<b>Assistant Equine and Livestock Coordinator</b>
<b>Reports to</b>	Charity Manager
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• Work alongside the Equine and Livestock Coordinator to effectively deliver all Equine and Livestock content for the Royal Norfolk Show and other RNAA events</li> <li>• To contribute to the wider work of the RNAA, as required.</li> </ul>
<b>Main Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Tasked by the Equine and Livestock Coordinator assist with the planning, organisation and delivery of all aspects and content of the Equine and Livestock competitions and events for the Royal Norfolk Show.</li> <li>• Administer booking process for professional services, judges, commentators and exhibitors.</li> <li>• Assist in the preparation, implementation and processing of all aspects of the competition and awards elements of the Show software to facilitate competitions. Including invoicing, refunds and prize money.</li> <li>• Assist Charity Manager and Equine and Livestock Coordinator in adhering to budgetary requirements for competitions and ensuring financial processes are followed.</li> <li>• Working alongside the Charity Manager provide administrative support for Rare Breeds Animal Farm, YIELD committee and NORMAC machinery competitions.</li> <li>• Undertake any other duties and responsibilities delegated by the Management Team.</li> </ul>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Positive, can-do attitude and a genuine team player.</li> <li>• Professional manner and ability to work successfully and confidently with a wide and diverse array of stakeholders.</li> <li>• Excellent time management skills and ability to work effectively under pressure.</li> <li>• High levels of organisation and attention to detail with ability to coordinate multiple projects and plan/organise ahead.</li> <li>• Ability to work independently with limited supervision and use own initiative when making decisions.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Proficient in Microsoft Office suite and database/CRM management.</li> </ul>
<b>Desirable Skills</b>	<ul style="list-style-type: none"> <li>• Shows integrity, professionalism and empathy with the mission and values of the RNAA.</li> <li>• Interest in and a passion for food, farming and the countryside.</li> <li>• Previous experience working with/planning agricultural shows/fairs/large scale events.</li> <li>• Willingness to learn and undertake training/development as required.</li> <li>• Working with event planning software/databases.</li> <li>• Equine and Livestock knowledge.</li> <li>• Awareness of Equal Opportunities.</li> </ul>
<b>Scope</b>	<ul style="list-style-type: none"> <li>• 35 Hours per week (9 a.m.- 5 p.m.) Monday-Friday. Willingness to work flexible hours outside the normal office hours during the lead up to society events especially the months of April-June. Willingness to undertake weekend work when applicable during May-June. Lieu days to be given at management discretion.</li> </ul>