

# Usk Farmers' Club

## General Secretary Job Description 2017

### **COMMITTEE MEETINGS**

- Book facilities for meetings
- Draw up agendas
- To take and circulate minutes
- To act upon the decisions made at committee meetings

### **MEMBERSHIP DUTIES**

- To keep and update membership records.
- Invoice Annual Subscription to all Members
- Reconcile Subscriptions collected by Direct Debit & Standing Order
- Manage Direct Debits via Barclays Payflow ie, set up new instructions, make cancellations, adjust payment amounts as required
- Compile and mail AGM packs (February), Summer Newsletter Packs with Agricultural Schedules (June) and Show Passes & Badges Pack (August)
- Organise AGM
- Update members with news relating to the activities of Usk Farmers' Club via mailshot with Constant Contact

### **CLUB CHARITABLE ACTIVITIES**

- Administration of Student Bursaries. Advertise applications are open. Accept and collate all applications and prepare presentation for Bursary Committee to review and make awards. Administer payments and letters to all applicants, and record acknowledgements.
- Receive donation requests on behalf of the Club throughout the year and feedback to Committees as required.

### **SHOW ORGANISATION**

#### SHOW PLANNING:

- Request tenders and contracts for Usk Show
- Review trade stand schedule and application forms annually. Circulate to all previous traders via email or mail. Promote to potential new traders. Receive trade space bookings and payment, ensure compliance and record. Create trade space plans for showground and trade marquees in conjunction with Showground Managers.
- Build relationships and liaise with contractors for the Show throughout the year ie, health & safety consultant, marquees, security, toilets, catering, bars, ice cream, barriers and gate kiosks, mobile bank, Chip & PIN machines, first aid. Attend Site meetings as required.
- Arrange Showground connectivity for show week and show day for show office and ICE Bank ie, phone lines and satellite broadband
- Gather quotes for Ring attractions and demonstrations. Book and schedule Main Ring and Countryside Ring timetables in conjunction with Main Ring Steward and Countryside Ring Steward
- Support Chief Gate Steward to ensure MCC Safety Advisory Group compliance
- Liaise with HMP Prescoed to provide working party for Show Week
- Invite Trade Stand and Trade Marquee Judges
- Liaise with Patron and President for guests for their Show Day Lunch and send invitations

#### SHOW ADMINISTRATION:

- Update and arrange production and printing of show publicity information, ie, posters and flyers. Manage distribution throughout local area and surrounding counties
- E-ticketing: Authorise e-ticket design. Liaise with ticketSRV (e-ticket company) to provide on-line ticket sales via website.

- Apply for TEN licence from MCC

#### SHOW WEEK & SHOW DAY:

- Recruit and Manage Volunteer Show Day Stewarding Team to look after Trade Marquees, Trade Stands quality control and Trade Stand Judges
- Manage Volunteer and Official Photographers taking pictures around the Show for use on website and in future publicity
- Calculate prize monies required for all Sections on Show Day and order from Barclays, along with floats required by Gate Steward and Treasurer.
- Oversee Trade Stand Competition judging – hospitality for judges and provide stewards to assist them.
- Organise packed lunches for volunteers throughout the show build and for stewards on show day
- Invite VIPs to attend show as Farmers' Club guests

#### **FINANCE**

- Record and bank monies
- Use Sage to keep financial records
- Raise invoices and pay bills via BACS
- Manage Paypal and Sagepay Accounts for online Horse Entries and E-ticket sales
- Reconcile all accounts at year end and send to Accountants to prepare final accounts.

#### **MARKETING & PUBLIC RELATIONS**

- Build relationships with Local Media. Prepare press releases and advertisements as required
- Manage the Usk Show website
- Manage Usk Show Facebook and Twitter accounts
- Facebook advertising

#### **HEALTH & SAEFTY**

- Liaise with NFU Risk Management for Health & Safety consultancy and ensure Show's compliance.
- Organise Full Stewards Briefing, information booklets and hospitality for the evening
- Organise annual servicing of Fire Extinguishers
- Review insurance requirements annually and update NFU, particularly with equipment and vehicles arriving to site for show week

#### **SUPPORT OF SECTIONS & COMMITTEES**

- To keep in regular contact with officers and section secretaries
- Seek annual sponsorship from regular sponsors and support Sections in seeking new sponsors
- Draw up schedules in conjunction with Section Secretaries
- Administration of the Horse Section, including inviting judges, updating online entry system in conjunction with website providers. Processing online and postal entries, troubleshooting, mailing out entry numbers and show day passes etc.
- Order updated signage, banners and equipment as required by Sections and Committees
- Co-ordinate orders for Sections rosettes, sashes, prize cards, judges books, exhibitor numbers and vintage plaques as required.
- Order Show Day badges, admission passes, tickets, vehicle passes and luncheon tickets
- Provide prize slips to Horse and Agricultural Section for administration of prize money from ICE Bank on Show Day
- Goat Section: Complete affiliation and invite judge
- Book accommodation for Judges, as required by Sections
- Provide Judge Expense forms to all Sections.

## **GENERAL**

- Deal with all enquiries to Show Office via telephone, post or email.
- Keep up-to-date with developments and trends with in the Agricultural Show Industry via involvement with ASAO and relationships with other Show Secretaries nationwide. Advise Committee and keep Members informed.
- Supervise the Office Assistant
- Attend meetings on behalf of Usk Farmers' Club as required
- To carry out any additional duties as directed by and agreed with the Management Committee

## **Person Specification**

- Strong organisational skills
- Experience of working within the voluntary sector
- Experience of working with Committees
- Able to work on own initiative and prioritise on a daily basis
- Excellent verbal and written communication skills and professional telephone manner
- Highly computer literate with experience of using Microsoft Office and Sage
- Experience of using Social Media
- Experience of managing websites via a CMS
- Ability to work under pressure
- Available to attend evening meetings and work some weekends
- Flexibility to work seasonally (busy through the summer; quiet through the winter)
- Willingness to take telephone calls outside normal office hours

## **Terms & Conditions**

- Salary – IRO £20k, subject to experience.
- Annual hours contract equivalent to 37hrs per week for 48 weeks per year
- 4 weeks holiday each year – must be taken outside of July, August and September months.
- Location – Show Office, Llancayo
- Line Management – Chairman of Usk Farmers Club