

Burwarton & District Agricultural Society

Job description

Job Title: Administrative Assistant

Location: The Show Office, Burwarton, Bridgnorth, Shropshire WV16 6QJ.

Reporting to: Show Manager

Role status:

The role requires the successful candidate to work on a part-time and full-time basis to take account of the busier and quieter periods in the show calendar. The show takes place on the first Thursday of August each year. The successful candidate will be expected to be flexible in their commitment, particularly in the weeks immediately preceding the show but should broadly expect to work to the following schedule:

September to April - part time (2-3 days per week, approx. 4-5 hours per day)

May to August – full time (5 full days per week).

Remuneration: The position is paid hourly, based on timesheets submitted. Hourly rate is above the prevailing minimum wage. Holiday pay per HMRC guidelines, 12.07% of hours worked.

Additional requirements.

- Have the right to work in the UK and provide evidence of this prior to appointment
- Hold a valid driving licence and have access to a vehicle insured for business purposes
- Be willing to attend Society events – eg evening meetings, Steward's evening

Main responsibilities

- Work closely with and support the Show Manager, Show Committee members and Chief Stewards
- To act as a first point of contact for enquiries made to the Society. eg Society Members, Sponsors, Trade Stand holders, members of the public etc.
- Ensure that accurate and up to date information is published about the show, both online and in hard copy formats
- To fully respond to queries received by phone or email in a timely and efficient manner documenting responses to ensure efficient follow-up as necessary
- To take responsibility for the administration of Society **Membership** including:
 - maintaining and updating Membership records
 - processing new applications
 - production of Membership cards
 - ordering and assembling membership packs
- To manage and order the distribution of **Day Tickets** to outlets for visitors who wish to purchase physical ticket
- To monitor the online Day Ticket ordering and assist with queries
- Administration of Horticulture, Horse & Livestock **schedules and entries** using the Showing Scene software:

- Update the class schedules for each section, liaising with the relevant committees
- Prepare online schedules to go live in a timely manner
- Liaise with printers for the design, proof reading and publication of hard copy schedules and catalogues
- Communicate with competitors and show participants in advance of the Show ensuring that they have received appropriate information for accessing the Show, Terms & Conditions and Health and Safety
- Record entries and winners of each category, allocation of prize money and send results to external societies as required
- Basic **finance** responsibilities:
 - Monitor online payments and in-office card payments
 - Reconcile daily payments, Stripe transactions and bank statements, categorising receipts and payments to align with Xero. Liaise with Bookkeeper
- To undertake such other additional duties or tasks from time to time to meet the needs of the Society

Key skills

Essential skills

- Excellent communication skills: oral, written and grammar
- Attention to detail in recording information received from and communicated to all participants in the show
- Excellent PC skills, particularly in using Microsoft Office, Adobe Acrobat (pdf)
- Familiar and comfortable with financial processes
- Demonstrable commitment to team working

Desirable skills

- Experience in working in events management/organisation
- Marketing experience and familiarity with social media
- Familiarity with the Showing Scene (training will be given)
- Knowledge of farming/rural pursuits

To apply, contact Sarah Williams: info@burwartonshow.co.uk

Or mail to: Sarah Williams, Show Manager, The Show Office, Burwarton, Bridgnorth WV16 6RQ

Please include a covering letter and a copy of your CV

Applications close: Monday 18 May 2026

Interviews: w/c 25 May 2026

Start date: July on a part time basis to start fully on 1 September 2026 or by negotiation. Availability to attend on Show Day, Thursday 6 August, would be advantageous