



ROYAL CORNWALL
AGRICULTURAL ASSOCIATION

Job Description

Personal Assistant to the Association Secretary

We are looking for someone to act as Personal Assistant to the Association Secretary, a responsible and wide ranging role which will encompass many aspects of the Association's numerous activities.

Since 1793, the organisation has played a key part in the life of Cornwall and the wider South West and today is responsible not only for the staging of the annual 3-day Royal Cornwall Show, which is regarded as one of the UK's top agricultural events, but also the operation of the busy Royal Cornwall Events Centre which hosts numerous events and conferences etc., throughout the year. In addition, the Association has a busy educational programme and is involved in the staging of the annual Cornish Winter Fair.

The position requires an experienced, self-motivated and high calibre Personal Assistant with excellent interpersonal, organisational and administrative skills with a flexible and approachable manner, a mature attitude and the ability to remain calm under pressure. This is a high profile and demanding role requiring the ability to multi-task and prioritise activity, often working at pace with time-sensitive and varying demands. Excellent communication skills and the ability to build effective working relationships with a wide variety of stakeholders, often at the highest level, with a friendly, warm and professional approach will be vital. The ability to handle sensitive, confidential and complex issues is a must as are excellent IT skills. A good background knowledge of the agricultural world would be of value to the role and accuracy of work will be of prime importance.

Duties will include:

- overseeing the operation of the Association's governing body, the 'Council' and its related committees and taking / circulating the Minutes of such meetings.
- dealing with correspondence and liaising with the Association's President, Vice Presidents, other officers and stewards and such matters as arrangements for VIP guests.
- overseeing the Association's payroll, pension, insurance and related HR arrangements.
- dealing with the arrangements for events such as the President's Lunches and other such receptions and social functions.
- working as office manager as part of the small and dedicated team who administer the Association in respect of the staging of the Royal Cornwall Show, the Cornish Winter Fair and related events and activities.

The ideal candidate will have the following skills:

- Good computer literacy and skills, accuracy and the ability to use word processing, email, databases and spread sheets etc.
- A good background knowledge of agriculture, livestock and / or equine matters would be beneficial.
- Excellent communication skills and the ability to work as part of a small team to complete the required tasks.
- Self-motivation and ability to use initiative.

The position is full-time and you will be required to undertake some weekend work on occasion during busy periods.

Salary £26,000 - £27,000.

23 September 2021



ROYAL CORNWALL
... SHOW ...

ROYAL CORNWALL
EVENTS CENTRE