



ROYAL NORFOLK SHOW POSITIONS EQUINE COORDINATOR

We have a fabulous opportunity to join The Royal Norfolk Agricultural Association (RNAA) as we start to prepare for the 2022 Royal Norfolk Show. After a two-year absence, our preparation is full steam ahead and over the coming months we will be advertising a number of part- and full-time Show roles, as our team swells in the lead up to this iconic Norfolk event.

We have two roles immediately available, the Equine and Livestock Coordinators, initially offered on a fixed term basis commencing in October 2021 to run through until at least the end of July 2022.

All our roles require a great deal of flexibility and adaptability to work cohesively within our small and very dedicated and driven team.

The roles are initially 35 hours per week and based at Norfolk Showground. Additional workload and hours will be required during the peak Norfolk Show period.

Responsibilities

Reporting to our Charity Manager, this unique, varied and important role involves planning and delivering all aspects of Equine events undertaken by the RNAA.

You will have the following responsibilities:

- Lead the planning for all Equine classes, competitions and events for the Royal Norfolk Show
- Lead the engagement with a variety of stakeholders ranging from Breed societies and exhibitors to volunteer stewards and judges
- Ensure that during the Show, results are correctly recorded, and that prizes, rosettes and trophies are awarded to successful competitors

This role requires exceptional planning skills to ensure that the Show's many Equine classes run like clockwork and to the high standard demanded by our competitors and judges.

The ideal candidates must have a deep understanding of Equine competitions and showing and will have a proven track record as an experienced administrator, skilled at working on multiple activities simultaneously, while maintaining an excellent level of service to a very diverse group of internal and external customers and exhibitors. They will possess well-honed interpersonal skills and be able to communicate effectively, verbally and in writing, at all levels.

About you

We are looking for a highly capable and driven individuals. You will need to be confident to work independently and on your own initiative, working flexibly to support the needs of our small team. You will relish have a depth of knowledge for your specialist area and work effectively to maintain and further develop the strong relationships between the Royal Norfolk Show and our diverse stakeholders. You will be motivated by delivering a first-class service and take pride in your work.

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. Norfolk Showground Limited is our trading subsidiary and manages the RNAA's estate, Norfolk Showground, as a successful events venue.

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 relevant Equine experience make you suitable for it and what you feel you could bring to the RNAA.
- an indication of your current salary package and your expectation for this position.

Closing date for applications: No later than 5pm Fri 1st October 2021.

Shortlisted candidates will be invited to interview, in person, in early October 2021.

Applications by email to julie@julierainford.co.uk

The Royal Norfolk Agricultural Association is an equal opportunities employer.

NO AGENCIES.

JOB DESCRIPTION: EQUINE COORDINATOR

Reports to: Charity Manager

Job Purpose:

- To effectively plan and deliver all Equine content for the Royal Norfolk Show and other RNAA events
- To provide advice to RNAA staff on Equine matters
- To contribute to the wider work of the RNAA, as required.

Duties and Responsibilities:

- Plan all Equine classes, competitions and events for the Royal Norfolk Show
- Plan and deliver the supporting administrative, logistic and infrastructure requirements
- Work closely with the Marketing and Membership Executive to support the marketing and promotion of Equine activities
- Liaise with professional services (such as vets), RNAA stewards and exhibitors
- Prepare all class prize schedules, timetables, catalogues
- Confirm attendance of external judges for classes and competitions
- Invite judges to the pre-Show judges' and stewards' dinner
- Ensure course builders, commentators and Equine support services are booked and briefed
- Oversee trophy management and awarding processes
- Prepare the entry process for competitors
- Book stabling as required
- Organise and liaise with the Equine Head Steward and section Stewards
- Liaise with Breed Societies for affiliations, rules and applications
- Minute taking for section meetings
- Process entries on the Showbiz system (bespoke show management software) and deal with entry money, invoices and receipts where necessary
- Compile data and analyse figures for entries and numbers forward
- Assist with the provision of Equine-related sponsorship
- Administer qualification cards and awards from Breed Societies to exhibitors
- Collate and mail tickets and Show information to Equine judges and exhibitors
- Administer awards, rosettes and trophies in conjunction with the Awards Coordinator
- Support the Charity Manager in ensuring the conformity of events to appropriate biosecurity measures.

Person specification:

Qualification: Maths and English to GCSE standard and A level standard education

Experience: Large event planning and scheduling
Working with Showbiz or similar event planning software/database
Working with charities (preferable)
Working at / with agricultural shows / fairs (preferable)

Skills: Ability to work independently with limited supervision
Ability to seize the initiative and exploit opportunity
Excellent communication skills; verbal and written
Outstanding ability to engage with clients and customers at all levels and deal with situations calmly and effectively
Ability to manage relationships with tact and diplomacy
Self-motivated and able to use own initiative when making decisions
Ability to remain calm and objective when under pressure
Ability to work pre-emptively and plan / organise ahead
Excellent administration skills and high levels of organisation
Sound working knowledge of Microsoft Office 365 packages, Teams etc
Database management
A natural ability to work flexibly in a small team, adapting to changing needs and priorities – a genuine team player

Additional Skills: Shows integrity, professionalism and empathy with the mission of the RNAA
Able to act as an ambassador for the RNAA and work with a wide and diverse range of stakeholders (desirable)
Willingness to undertake training and development as required
Awareness of Equal Opportunities.