

Executive Assistant – Business Services

Location: Norfolk Showground

Reports to: Sponsorship & Corporate Partnerships Manager (with direct support to the Chief Executive Officer)

Hours: Full-time, 5 days per week

About the Royal Norfolk Agricultural Association

The Royal Norfolk Agricultural Association (RNAA) is one of the UK's leading agricultural charities, promoting and supporting food, farming and the countryside. Best known for the Royal Norfolk Show—the UK's largest two-day county show—the Association also delivers events, educational programmes and industry initiatives throughout the year.

Through its trading subsidiaries, Norfolk Showground Limited and the Norfolk Food Hall, the RNAA operates a successful commercial events venue and showcases Norfolk's exceptional food and drink producers.

The Opportunity

We are looking for an outstanding Executive Assistant – Business Services to provide central support for the Association's commercial and membership activities.

Working closely with the Sponsorship & Corporate Partnerships Manager and Chief Executive Officer, you will deliver high-quality business administration, coordinate premium hospitality and hosting, support sponsorship administration, and provide an excellent experience for members, sponsors and guests.

This varied, rewarding role calls for excellent organisation, close attention to detail and a genuine commitment to first-class customer service.

Key Responsibilities

Sponsorship & Corporate Partnerships Administration and Delivery

- Prepare and update sponsorship packages, agreements and supporting documents.
- Build and maintain strong relationships with corporate partners and sponsors.
- Administer sponsorship agreements and corporate partnerships.
- Coordinate invoicing, budgets and financial administration for sponsorship activities.
- Provide effective administrative support for commercial partnerships; this role does not include sponsorship sales.

Hospitality & Hosting

- Lead the planning and delivery of RNAA hospitality at the Royal Norfolk Show.

- Coordinate official hosting programmes, including:
 - Hospitality for the President
 - Sponsor and corporate hospitality
 - Facilities for Vice Presidents and Members
 - Catering facilities for stockmen
- Work with the CEO to prepare guest lists, invitations, seating plans and hospitality schedules.
- Coordinate catering and manage dietary requirements.
- Organise hospitality for receptions, business supporter events and other Association functions throughout the year.

Membership Administration

- Oversee RNAA membership administration.
- Keep Member and Vice President records accurate in the Association's CRM and database systems.
- Coordinate membership communications, renewals and purchases.
- Support member benefits and facilities at the Royal Norfolk Show.
- Train Show reception staff to handle membership enquiries in the immediate run-up to the Show (May–June).
- Coordinate Show reception operations to maintain high service standards for Members.
- Administer and deliver RNAA award schemes at the Royal Norfolk Show, including Long Service, the Timothy Colman Prize and Fellows.
- Support member engagement activities throughout the year.

Executive & Business Support

- Support the Chief Executive Officer with administration, diary management and meeting coordination as needed.
- Provide general administrative support to the Sponsorship & Corporate Partnerships Manager.
- Maintain accurate records and update systems, including Engage CRM.
- Liaise with sponsors, members, volunteers, contractors, suppliers and other stakeholders.
- Help the Association deliver consistently excellent customer service.
- Provide additional support as required.

About You

You are a highly organised, professional administrator who builds positive relationships and ensures every detail is handled to the highest standard.

You will be confident working with senior stakeholders, able to balance competing priorities, and committed to exceptional service for members, sponsors, customers and guests.

You will bring:

- Excellent organisational and administrative skills.
- Meticulous attention to detail.
- Clear written and verbal communication.
- A professional, welcoming and customer-focused manner.
- Discretion, diplomacy and sound judgement when handling confidential matters.
- Confidence communicating with people at every level.
- Strong time management and the ability to prioritise competing deadlines.
- A calm, proactive and adaptable approach.
- A good working knowledge of Microsoft Office applications.
- Experience using CRM or membership management systems, or the ability to learn with training.

What We Offer

At the RNAA, you can contribute to one of the UK's most respected agricultural charities and play an important part in delivering the Royal Norfolk Show and other events that celebrate and support rural communities.

You will join a friendly, committed team at Norfolk Showground, where the work is varied and your contribution will directly support the Association's success and the experience of members, sponsors and visitors.

- Competitive salary reviewed annually.
- Employer pension scheme.
- Private health insurance.
- Death in Service benefit.
- Salary Sacrifice scheme.
- Free car parking.

Working Hours

- Full-time (5 days per week).
- Flexibility is required around the Royal Norfolk Show and other key events, including occasional evening and weekend work.

Next steps

To apply, send your CV and a one-page covering letter to Mark Nicholas at mark.nicholas@rnaa.org.uk by Friday 6 November 2026. Interviews will take place on Monday 16 November 2026.