

JOB DESCRIPTION

Job Title: Events Assistant

Working Hours: 8.30pm – 5.00pm Monday to Friday
Additional evening and weekend work will be required.

Role Requirements:

This is a flexible role which provides an opportunity to experience a range of administrative based tasks which are consistent with the position of an Events Assistant within the Society. The specific details of the role will vary during your employment.

Reporting to the appropriate member of the Management Team, during your employment you will be required to:

- Assist in the planning, organisation and implementation of events run by the Kent County Agricultural Society to include the Kent County Show.
- Assist in the commercial activities within the Kent Event Centre.
- Assist in the charitable activities completed by the Kent County Agricultural Society.

Principal Accountabilities

1. To complete administrative and reception tasks as required by the Management Team.
2. To assist with the research, booking and administration of clients and services.
3. To provide sales support for the commercial activities held on site.
4. To complete the administration for specific areas of the Kent County Show.
5. To assist in the planning and implementation of promotion for the Society and Kent Event Centre including social media.
6. To take minutes of meetings.

In addition to the duties and responsibilities listed, the job holder will be required to perform other duties consistent with the Events Assistant role as required by the Management Team and Board of Directors.

PERSON SPECIFICATION

Skills and Qualifications

- Good use of Microsoft Word, Excel, PowerPoint and Outlook
- Good use of the internet, with the ability to research
- Attention to detail
- Planning and organisation skills
- Time management
- Excellent communication skills
- Customer focus
- Ability to work as part of a small team, interfacing with others
- Ability to use databases
- UK full driving licence

Experience

Essential

- Administration experience
- Previous work in a busy, highly pressurised environment
- Work with the general public
- Working with individuals and organisations from a wide range of backgrounds

Desirable

- Experience of working in the events industry
- Management of volunteers
- Knowledge of livestock and equine showing

Personal Attributes

- Self-motivation
- Ability to work unsupervised
- Attention to detail
- Ability to work under pressure
- Willingness to take on responsibility and accountability
- Flexible and open to new ideas
- Eagerness to learn & develop good interpersonal skills
- Good telephone manner
- Logical
- Ability to use own initiative
- Confidence
- Motivation to develop role

**Kent County Agricultural Society and Kent Event Centre, Kent Showground, Detling, Maidstone, Kent ME14 3JF. www.kentshowground.co.uk. www.kenteventcentre.co.uk.
Registered Charity Number 1001191**