

Kent County Agricultural Society and Kent Event Centre

JOB DESCRIPTION

Job Title: Working Operations Manager

Key Responsibilities

Reporting directly to the Board of Directors you will be required to:

- Manage the Operations Department as part of a Staff Management Team.
- Implement the day to day Health & Safety and Compliance obligations.
- Co-ordinate the maintenance of the showground and buildings to a high standard.
- Assist in the planning, organisation and implementation of events run by the Kent County Agricultural Society and the Kent Event Centre.
- Support the Board of Directors and other members of the Staff Management Team as required to ensure effective delivery of the aims, objectives and activities of the Society.

Principal Accountabilities

1. To manage and work with the grounds team and liaise with the Kent County Agricultural Society and Kent Event Centre staff to co-ordinate building and showground preparations for all events held on site.
2. To co-ordinate and manage the external contractors required to provide maintenance of all owned land and property. To include all areas on the Showground, all buildings, car parks, woodland, caravan site and any other areas as required.
3. To work with and co-ordinate any operations required for parties based on the showground. To include caravan site wardens, lease holders, tenants and other parties that arise.
4. To report on a monthly basis to the Board of Directors and facilitate decisions as necessary.
5. To ensure safe working practices for all staff and contractors on site. This is to include the collation of risk assessments and other health and safety documentation as required.
6. To complete regular safety and maintenance checks for all areas and report findings to the Board of Directors and Staff Management Team.
7. Supervise all necessary Health and Safety tests to ensure records are complete and available to be audited.
8. To be a point of contact on behalf of the organisation during events.
9. To undertake any training required to ensure best working practice.
10. To co-ordinate, manage and participate in an out of hours rota to cover evenings and weekends.
11. To implement an agreed budget for maintenance and property development.
12. To be an ambassador for the Society at all times and provide excellent customer service to all clients including; event organisers, contractors, exhibitors etc.

In addition to the duties and responsibilities listed, the job holder may be required to perform other duties assigned by the Board of Directors and Management Team.

KEY WORKING RELATIONSHIPS

- KCAS and KEC Board of Directors
 - Show Manager – Kent County Show
 - Kent Event Centre Manager
 - Finance Manager
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PERSON SPECIFICATION

Skills and Qualifications

Essential

- Good use of Microsoft Word, Excel and Outlook
- Good use of the internet, with the ability to research
- Customer focused approach
- Proven communication and management skills
- Ability to work as part of a small team, interfacing with others
- Planning and organisation
- Time management
- Administration
- Budget planning
- UK full driving licence and transportation

Desirable

- AutoCAD
- Reporting and presentation
- Specific training in electric / plumbing etc.
- Additional licenses and certificates; forklift, scissor lift, chainsaw, spraying.
- Health and Safety Experience including a qualification such as IOSH

Knowledge

Essential

- Building maintenance
- Health and Safety

Desirable

- Estate management including ground care and maintenance
- Experience at large, multi-venue estates
- Event industry
- Charity/voluntary sector

Experience

Essential

- Management of an experienced ground team
- Management of external contractors
- Working with the general public

Desirable

- Working within a public facing venue
- Working with individual Event Organisers

Personal Attributes

- Ability to lead a team
- Ability to work under pressure
- Ability to develop internal and external relationships
- Self-motivation
- Willingness to take on responsibility and accountability
- Flexible and open to new ideas
- Logical
- Diplomatic
- Ability to work on own initiative
- Attention to detail

Salary on application

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