

## **Executive PA and Event Co-ordinator (part-time, maternity cover)**

The Kent County Agricultural Society requires a part-time Executive PA and Event Co-ordinator for a maternity cover position from March 2019 to January 2020. Reporting to the Show Manager and working for the Board of Directors, this exciting role requires a wide range of skills and experience both as a PA and Event Co-ordinator.

Established in 1923, the Kent County Agricultural Society aims to educate the general public about agriculture, food and the rural industry. The charity also supports the local farming community through grants to Kent Young Farmers, a scholarship scheme for university students, educational visits to schools and the running of the annual Living Land event and the Kent County Show which will celebrate the 90<sup>th</sup> Show in 2019.

The role will suit an experienced PA or Team Secretary, who has excellent organisational and communication skills with the ability to liaise at all levels. He/she will use initiative, requiring the minimum of supervision and organising work priorities effectively, especially as the successful candidate will be providing administration services to more than one Director/Senior Manager.

In addition to the Executive PA role, the successful candidate will be required to support the Show Manager on several specific tasks for the annual Kent County Show and organise the Society's education event; the Living Land.

This is a part-time position working Monday to Friday 9.30am to 2.00pm each day, with some additional evening and weekend work required. The successful candidate must be available to work extended hours on 5, 6, 7 July 2019.

To apply, please send your CV, with a covering letter explaining why you feel you would be suitable for the role, no later than 5.00pm on Friday 25 January 2019 to Lucy Hegarty, Show Manager – [lucy@kentshowground.co.uk](mailto:lucy@kentshowground.co.uk).

**Working Hours:** Monday to Friday  
9.30am – 2.00pm (22.5 hours a week)  
This role will include some evening and weekend work throughout the year with extended hours the week before the Living Land and the Kent County Show.

**Salary:** £25,000 pro rata

**Closing Date: Friday 25 January 2019**

If you require any further information, please do not hesitate to contact Lucy Hegarty on the details above.