

JOB DESCRIPTION

Job Title: Executive PA and Event Co-ordinator

Working Hours: 9.30am – 2.00pm Monday to Friday
Additional evening and weekend work will be required with extended hours the week before the Living Land and Kent County Show.

Role Requirements

Reporting to the Show Manager and Board of Directors you will be required to;

- To complete all administration required by the Board of Directors, Show Committee and Society Council.
- Assist in the planning, organisation and implementation of the Kent County Show.
- Complete the planning, organisation and implementation of the Living Land event.

Principal Accountabilities

For the Society

1. To prepare papers for and complete the minutes of the monthly Board of Director meetings.
2. To complete additional tasks as required by the Board of Directors.
3. To prepare papers for and take the minutes of Show Committee meetings, Council meetings and the AGM.

For the Kent County Show

4. To complete the research, booking and implementation of all entertainment.
5. To organise the catering for the Members Area, Spitfire Restaurant and any corporate breakfast meetings.
6. To organise catering, invitations, table plans, and any other tasks required for the two official luncheons.
7. To devise itineraries for VIP's, Board Directors and the Show Manager.
8. To administer and provide support on the day to the Long Service Award recipients.

For the Living Land.

9. Research, organise, administer and implement the event with support of the Show Manager.

10. Tasks to include:

- School bookings
- Exhibitor bookings
- Services
- Volunteer Stewards
- Layouts
- Any other tasks required

In addition to the duties and responsibilities listed, the job holder will be required to perform other duties consistent with the Executive PA and Event Co-ordinator role as required by the Senior 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
- Confidentiality and Discretion
- Time management
- Excellent communication
- Customer focus
- Ability to work as part of a small team, interfacing with others
- Ability to use databases
- UK full driving licence

Experience

Essential

- Previous PA experience working with a Board of Directors or a Senior Management Team.
- Minute taking.
- Previous work in a busy, highly pressurised environment
- Working with individuals and organisations from a wide range of backgrounds

Desirable

- Experience of working in the events industry
- Management of volunteers
- Knowledge of the agricultural industry

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 and develop good interpersonal skills
- Good telephone manner
- Logical
- Ability to use own initiative
- Confidence
- Motivation to develop role

This is maternity cover role from March 2019 to January 2020.

**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**