



JOB DESCRIPTION

Job Title:	Event Administrator
Reporting to:	Group Operations Director
Status of Post:	Permanent Part-Time (3 days per week)
Hours of Work	22 hours per week on a flexible working pattern between 8.00 am and 6.00 pm.
Salary	£15,700 per annum based on 22 hours per week. Benefits package to be discussed.
Holidays	20 days paid leave per calendar year (pro rata) plus 11 statutory and public days.

Role

To provide excellent administrative support to the Group Operations Director in the delivery of the Society's key events, NISA activities and general office administration.

Main duties & responsibilities

- Managing event contractors and service providers including Shop Mobility, Volunteer Now, First Aid, Child Welfare, Caterers etc for the Society's three show: -
 - Balmoral Show
 - Royal Ulster Winter fair
 - Royal Ulster Premier Beef & Lamb Championships.
- Liaising with external contractors and dealing with all related administration.
- Administration in relation to Northern Ireland Shows Association.
- Organising the Balmoral Show Schools Trail with Brilliant Trails and managing the school bookings.
- Managing the Corporate bookings for the Members Pavilion and Meeting rooms during Balmoral Show.
- The preparations of meeting Agenda's and Minutes.
- Use of the Society's CRM system (Engage) to deliver required administration support.
- Setting up meeting rooms and ensuring catering is organised if required.
- Undertaking various research projects when required.
- Managing the Society's 'info' email account and responding or forwarding emails as required.
- General admin and high-level support for the Group Operations Director as and when required.
- Stocktake administration.

- Ability to flex to full-time working hours in the lead up to and during the Society's flagship show – Balmoral Show which is held annually during May.

Note:

The above is not an exhaustive list, and the successful candidate will be expected to comply with any reasonable requests or duties directed by management.