

The Royal Ulster Agricultural Society seeks to appoint the following role:-

**TRAINEE EVENTS ADMIN ASSISTANT**

Job specification and application form available from the Balmoral Show website

[www.balmoralshow.co.uk](http://www.balmoralshow.co.uk)

Completed application form and Fair Employment Questionnaire to be returned to Rhonda Geary, Operations Director [rhonda@ruas.org.uk](mailto:rhonda@ruas.org.uk) no later than Friday 14th May 2021.

The Trainee Events Admin Assistant role is based at the Eikon Exhibition Centre, Balmoral Park, Lisburn.



**JOB SPECIFICATION**

Post: Trainee Event Admin Assistant

Contract: Full time (36.5 hours per week)

Reporting to: Operations Director

Salary: Initial starting salary will be in line with the National Living Wage

Main duties and responsibilities include :-

* Assist with processing livestock entries for the livestock Shows
* Assist with compiling exhibitor packs and mailings
* Administration of a number of Balmoral Show competitions
* Ordering of various equipment required for the events
* Creating the Schools Trail and managing the school bookings for Balmoral Show
* Organizing various hospitality and entertainment during the Balmoral Show and Winter Fair
* Organizing various welfare elements for events including show guides; welfare staff and baby changing facilities for events
* Managing the Society portfolio of cups
* Assisting with social media
* General administration
* Managing telephone calls and directing as required ( receptionist duties)
* Assisting in the Show office during events
* Any other appropriate duty as required

**Trainee Event Admin Assistant- Person Specification**

**Essential experience, skills and qualifications**

1. A recent proven track record of working effectively in a role that demands building positive relationships with customers.

2. Ability to plan and prioritise workload to meet Event’s needs.

3. Effective problem-solving and judgment.

4. Flexibility in a small team environment.

5. Self-starting and initiative in a small team environment.

6. Maintaining confidentiality in sensitive business issues.

7. Good communication skills, both verbal and written, with the ability to communicate confidently and in a professional manner.

8. Good IT Skills, proficient in Microsoft (Word, Excel, Powerpoint and Outlook)

9. GCSE English and Maths at Grade C or above (or equivalent).