

TYRONE FARMING SOCIETY

Job Description

EXECUTIVE SECRETARY/MANAGER

Job Location: Show Grounds, 3 Gillygooley Road, Omagh, Co Tyrone BT78 5PN

The Executive Secretary is responsible for carrying out the following functions:

- 1 Executive Secretary for the Society
- 2 Show Secretary
- 3 Show Grounds Manager
- 4 Manager of Weekly Markets

1 EXECUTIVE SECRETARY FOR THE SOCIETY

Organise and service meetings of the Executive Committee and all Section meetings in addition to the Annual General Meeting. Record and have circulated Minutes and related documents. All meetings held at Show Grounds on selected dates commencing at 8 00 pm.

1.1 Annual General Meeting

Early January annually. Liaise with Accountant, prepare Notice of Meeting and Annual Report and Accounts. Service meeting, record Minutes.

1.2 Executive Committee

Arrange in conjunction with Chairman and relating mainly to organising Show events. Review meeting at end of July. Meetings as required to deal with property and other matters that may arise. Record and have circulated Minutes. Ensure that Society Records are maintained.

1.3 Sub-Committee Meetings for the following:

Finance
Livestock
Equestrian
Poultry
Grounds
Home Industries

To select Judges and prepare information for Schedule and Prize details. Maintain records of Meetings.

1.4 Other Duties

Oversee maintenance of financial records and submit quarterly VAT returns. Ensure all functions for the maintenance of Charitable Status are fulfilled. Liaise with beneficiaries in relation to Bursary Awards.

Represent TFS at external meetings as required including Irish Shows' Association and secure Breed and other Qualifiers for annual Show.
Oversee structure and functioning of social media, including Website and Facebook.
Any other duties that may arise and as agreed, to carry out Society business.

2 SHOW SECRETARY

- Manage and supervise all aspects of Omagh Show held annually on first Friday and Saturday of July (subject to change).
- Oversee organisation of Pre-Show Reception in conjunction with Chairman.
- Prepare work schedule, liaise with Section Committee representatives and carry out all related duties.
- Seek additional sponsorship, grant aid and other financial assistance.
- Prepare Show Schedules.
- Oversee communication with Judges, travel and accommodation arrangements.
- Ensure all equipment and signage is available and in good repair.
- Order marquees and other facilities as determined.
- Organise all admission and parking stewards and liaise with adjacent property owners for use of their grounds for Show activities and parking.
- Plan traffic arrangements and security with PSNI.
- Answer Show queries.
- Oversee Rosette and Trophy requirements and order placement.
- Oversee collection of Show Cups and Trophies.
- Oversee recording of entries from exhibitors.
- Organise Meeting of Show Stewards and outline requirements.
- Collect advertisements and prepare Show Catalogues.
- Liaise with DAERA in relation to Health Certificates, Licences and Livestock Movement Permits.
- Manage all paid and voluntary staff prior to, during and after Show.
- Liaise with Council for Road Sweeper and Rubbish Collection. Organise restoration of grounds.
- Liaise with Press and Breed Societies in relation to competition results.
- Oversee distribution of Exhibitor Prizes.
- Oversee servicing of Show Office and handling of enquiries.

3 SHOW GROUNDS MANAGER

- Manage the Show Grounds site and ensure that everything is in order.
- Liaise with Caretaker and other service providers to ensure that all necessary work is carried out.
- Promote and market the Show Grounds Complex for the weekly Market and other attractions to increase revenue income and customer usage.
- Liaise with property tenants and deal with enquiries.
- Ensure that rents are received and all accounts are settled at due dates.

4 WEEKLY MARKET MANAGER

- Liaise with Stall Holders on location and space required.
- Collect rents.
- Oversee the submission of bank lodgements and record maintenance.
- Promote market opportunities among traders to secure additional stall holders.
- Promote market to the public to increase business.

5 REPORTING TO:

The Executive Secretary/Manager will report to the Chairman and Executive Committee of Tyrone Farming Society and will be responsible for managing all Administrative and other Support Staff.

6 WORKING ENVIRONMENT

A purpose built office and related facilities are provided.

7 TRAINING OPPORTUNITIES

Related training opportunities arise from time to time, including Child Protection, First Response and Information Technology applications.

8 CONDITIONS OF EMPLOYMENT

Working hours and times are determined by need at the discretion of the Executive Secretary.

Approximate Annual Hours Required: 700 hours.