

TYRONE FARMING SOCIETY

EXECUTIVE SECRETARY/MANAGER

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

The post of Executive Secretary assigns responsibility for completion of the following functions:

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

Job Specification

1 Knowledge

The post holder will have:

- Thorough working knowledge of servicing meetings.
- Knowledge of the requirements and functioning of a charity.
- Knowledge of all functions necessary to deliver a well executed Annual Show.
- Knowledge to manage the grounds and buildings and the weekly markets.
- Knowledge of accounting software to track the Society's expenditure and investments and submit quarterly VAT returns.
- Knowledge of agriculture is desirable but not essential.

2 Skills

- Management.
- Financial.
- Computer literacy and technology functions.
- Inter-personal and communications.
- Time management and leadership.
- Skills in developing and maintaining constructive and progressive relationships with all associates.
- Skills in identifying development needs and evolving the Society's work to ensure innovative progress.
- Skills to work on own initiative and in a team.

3 Attitudes

- Tact, diplomacy, discretion, energy and enthusiasm.
- Decisive and positive responses to pressured demands.
- Consistency in actions.
- Recognition of need
- Desire for constructive and progressive outcomes for the Society.

4 Experience

- Previous experience of leading teams and planning and managing events, property and grounds.
- Experience of computer software applications including financial packages.

Person Specification

Extension of job specification interpreted in the sort of person who could best do the job and may include:

1 Physique

- Ability to work to meet deadlines on key occasions.

2 Attainments

- Previous management experience.
- Experience of servicing meetings and minute taking.
- Third level education.
- Managerial qualifications/experience.
- Proficiency in IT applications.

3 General Intelligence

- Alert and aware of current developments and practices in all areas related to the Society's business, and their implications.

4 Special Aptitude

- Good people skills.
- Good time management skills.
- Good organisational skills.
- Diplomacy.

5 Interests

- Interests in agricultural activities and personnel and in keeping informed of related developments.
- Keeping abreast of the work of other similar bodies and of community needs.
- Interested in the participation of young people in agricultural related activities.

6 Disposition

- Patient and tolerant.
- Methodical and thorough in all work.
- Self-reliant.
- Self-motivated.

7 Circumstances

Available as required.