

## **TYRONE FARMING SOCIETY**

### **EXECUTIVE SECRETARY**

An Executive Secretary is sought for Tyrone Farming Society to service meetings of the Executive Committee, pro-actively plan, co-ordinate and execute work for the Annual Show, which takes place each year on the first weekend in July, and carry out any other relevant work as required by the Executive Committee.

#### **Essential:**

- Personnel and management skills.
- Comprehensive level of computer literacy and expertise in related technology.
- Skills to develop and maintain strong working relationships with the Society's suppliers, exhibitors, sponsors, and volunteers.
- Good communication skills.
- Flexibility.
- Time management skills.

#### **Desirable:**

- Skills in the workings of social media.
- Knowledge of agriculture and the operations of charitable organisations.
- A car and full driving licence.

Due to the demands of the Show, the hours will vary throughout the year and the months of June and July should be avoided for holidays. The Show Office is located at 3 Gillygooley Road, Omagh.

The post holder will report to the Chairman and Executive Committee of the Society. He/she will be expected to comply with the Society's equal opportunities and harassment policies and procedures.

A full job description and an application form are available from Edwin Cartwright at the Show Office, details below:

Telephone: 028 82 242500

Email: [info@tyronefarmingsociety.co.uk](mailto:info@tyronefarmingsociety.co.uk)

Closing date for receipt of applications: Monday 17 June 2019.

Tyrone Farming Society is an equal opportunities employer and applications from all suitably qualified persons are welcomed.