

*The advancement of the science and practice of agriculture, horticulture and kindred trades, professions and activities.
To advance education for the public benefit.*

Job Description

Job Title:	Chief Executive Officer
Reports to:	The Chair and Board of Drifffield Agricultural Society
Responsible for (direct reports):	5 permanent members of staff + temporary staff
Base	Drifffield Showground with travel as required
<p>Main Purpose of the job: To manage and lead the Drifffield Agricultural Society in line with the Society's aims and objectives including continuously developing the annual Agricultural Show; maximising income from the Society's facilities to fund charitable activities; managing and influencing external stakeholders and agencies to promote and progress the Society's aims and managing the Society's business activities.</p>	
<p>Main Responsibilities:</p> <ol style="list-style-type: none"> <u>Show Management</u> <ul style="list-style-type: none"> Continuously develop and innovate a vibrant and successful annual agricultural show to maintain 'Leading one day agricultural show in the country' status. Manage all activities involved in preparing for the annual show day and dismantling, utilising and co-ordinating permanent and temporary staff, contractors, show committee and volunteers to execute a successful event. Plan and monitor expenditure, including PR and marketing activities, in line with budgetary requirements. Ensure the annual Show is compliant meeting all legal requirements. <u>Promotion of the Society, Showground Utilisation and Revenue Maximisation</u> <ul style="list-style-type: none"> Market, promote and manage the showground facilities through the Society's subsidiary trading company (Drifffield Showground Events Limited) maximising its' utilisation by external events to fund charitable activities. Identify and secure funding to support and finance activities and capital projects in line with the Society's aims and objectives. Identify opportunities to promote and represent the Society to the wider community and appropriate external bodies. <u>Society Responsibilities (including legal compliance)</u> <ul style="list-style-type: none"> Promote and uphold the Society's aims and objectives, including educational activities. Attend Board meetings providing updates on Society activities, including operational and financial status, supported by the Treasurer. Preparation of annual budgets and operational plan, in conjunction with the Board. Prepare end of year Booklet and Trustees Annual Report on behalf of the Board. Communicate with members and the wider community, including quarterly members' e-newsletter and management of Society's website. Ensure the Society's compliance with Health and Safety, Charity Commission and Companies House legislation. Assist the sub-committees that are comprised of members of the Drifffield Agricultural Society who help direct and support the core activities of the society including Drifffield Show, Education, and Next Generation. <u>Staff Management</u> <ul style="list-style-type: none"> To lead, manage, support, recruit and develop the Society's permanent and temporary staff and volunteers 	

throughout the year.

5. Site Management and Maintenance

- Responsibility for the management of site, including maintenance of facilities and security.
- Ensure all the necessary testing and certification is up to date for utilities, etc.
- Day to day health and safety management, including ensuring all staff, contractors and visitors to site have the required instructions and training.

Skills and Experience:

- Experience of event management
- Working knowledge of agricultural, food or allied industries
- Business planning, including financial control and budget planning.
- Marketing and PR experience including digital and social media.
- Management of permanent and temporary staff and volunteers
- Understand required legislation, including Health & Safety and Charity Commission
- Effective verbal and written communication skills
- Ability to influence a wide range of internal and external stakeholders.
- Excellent planning and organisation skills, meet deadlines and work flexibly as required.
- Work on own initiative as well as the ability to collaborate with experts/advisors/Board members as required.
- Ability to delegate and hold individuals accountable.
- Solution based approach to problems and challenges

Applications for the post of Chief Executive Officer must be sent along with your CV to chairman@driffielshowground.co.uk

Closing date for applications is 05/08/2024