



## JOB SPECIFICATION

<b>Job Title:</b>	Breed Secretary
<b>Employer:</b>	Welsh Black Cattle Society
<b>Location:</b>	Based at the Welsh Black Pavilion, Royal Welsh Showground, Builth Wells, with flexibility to work from home. Occasional travel required to attend events associated with the work of the Society. The Society is currently working under restrictions due to Covid-19, therefore it may be necessary to work remotely upon appointment to the role if the restrictions are still in place
<b>Salary:</b>	£23,000 - £26,000
<b>Hours of Work:</b>	Full-time (37.5 hours per week)

### JOB DESCRIPTION

#### Welsh Black Cattle Society

As Wales' only native breed of cattle, the story of the Welsh Black is steeped in history. For centuries these cattle have been prized possessions as they are equally at home in craggy uplands or lush lowland pastures.

For over 100 years, the Welsh Black Cattle Society has nurtured, promoted and sought to improve the breed by aiming to:

- maintain the purity of the Welsh Black cattle and promote their improvement
- encourage farmers to register pedigree Welsh Black cattle
- market cattle at society sales enabling members of established and new herds to source cattle
- promote the qualities, characteristics and traits of the breed at agricultural shows, farm visits, competitions and through advertising and the media
- produce a Herd Book to record cattle pedigrees and maintain traceability of cattle registered during the year

#### Aim of the Role

Plan and manage the administration of the Welsh Black Cattle Society, with a key focus on efficiently supporting Council, Trustees and Members to meet the Society's aims. The role provides an exciting opportunity for the successful applicant to demonstrate initiative in promoting the Welsh Black cattle and delivering the Society's vision for the future.



## **Main Responsibilities**

### **Administration**

- Proactively act as an ambassador of the Society, including promoting the breed and encouraging membership
- Develop existing partnerships and forge new relationships with outside agencies
- Work with Council, Trustees and the Administration Officer to efficiently plan and manage the administration of the day to day affairs of the Society
- Accept all reasonable duties and responsibilities and represent the Society as required, including assisting with other duties in the absence of colleagues
- Publish the Herd Book of the Society and Journal annually, accurately and securely maintaining records as necessary
- Ensure all Society records are accurately and securely stored and maintained, including application of the constitution and rules associated with promoting the interest of the breed
- Monitor and analyse current administrative systems of work, including the Society's database, to identify opportunities to develop and implement continuous improvement measures and new ways of working to improve efficiencies
- Participate at Council meetings as required
- Monitor the Society's compliance with the GDPR and internal data protection policies and procedures, including monitoring the assignment of responsibilities and arranging awareness training as necessary

### **Marketing**

- Work with Council to plan, manage and professionally execute a portfolio of engagement events and initiatives, with a key focus on promoting the Society to new and existing audiences, including attendance and follow up as necessary
- Manage the Society's social media channels, ensuring accurate, varied and engaging content which is relevant to the audience
- Write and edit copy, ensuring the timely and accurate production of press releases, social/digital media campaigns, web content and print publications

### **Performance Management**

- Work with the Administration Officer to provide effective, efficient and professional support of the highest quality to Council, Trustees and Members in accordance with policies and procedures
- Nurture and maintain collaborative and professional working relationships with Council, Trustees, Members, staff and relevant external stakeholder groups/organisations
- Ensure timely and consistent staff supervision and performance management
- Actively follow-up with persons owing money to the Society that have not responded promptly to the Administration Officer's written reminders
- Accurately monitor and review allocated budget, ensuring effective spending and value



for money and satisfying relevant audit requirements

- Actively participate in any audits of the Society's affairs, including statutory and internal processes
- Prepare financial reports as required

**Other**

- Attend markets and events as required as part of promoting and marketing the breed
- Attend training courses, society meetings and other team events as required
- Deliver a proactive approach to equality and diversity, ensuring an accessible and inclusive work environment
- Take reasonable steps to ensure the care of the health and safety of self and other persons at work



## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level, or equivalent, in a relevant subject		✓
Educated to NVQ level 3 or higher	✓	
Professionally qualified in a people management-related field, or equivalent		✓
<b>Experience</b>		
Experience of working and succeeding in an office administration role		✓
People management and development experience, including supervision, appraisal and performance management		✓
Experience of using online applications and social media channels, with an understanding of how to use each platform in different situations	✓	
Experience of organising events	✓	
<b>Skills and Knowledge</b>		
Demonstrable knowledge and interest in the Society's work and aims	✓	
Proficient IT skills, including online applications and social media channels, with an understanding of how to use each platform in different situations	✓	
Able to write clear and accurate copy for print and/or digital publications which is relevant to the audience	✓	
Excellent administrative, organisation and co-ordination skills	✓	
Good financial planning and management skills	✓	
Ability to work independently and as part of a team	✓	
A self-motivator, who takes responsibility for applying and revising priorities to complete targets, with a clear focus on quality	✓	
Good verbal and written bilingual (Welsh/English) communication skills, able to communicate effectively with a diverse range of people - internal and external	✓	
A flexible approach to work, with the willingness to work outside normal hours as required	✓	
Able to input, process, store and maintain data accurately and securely, in compliance with relevant data protection and GDPR laws	✓	
Knowledge of the farming industry	✓	
Demonstrable understanding of and commitment to equality of opportunity	✓	
Full driving licence and use of a car	✓	



## ADDITIONAL INFORMATION

### Making an Application

You can apply for this role by returning your CV and covering letter to [mabis.hr@menterabusnes.co.uk](mailto:mabis.hr@menterabusnes.co.uk).

After carefully reading the above Job Description and Person Specification, your covering letter should explain your motivation for applying and why you believe you are suitable for this role, **giving particular attention to any relevant education and qualifications, experience, skills and knowledge**. You are also welcome to include any additional information you believe may be advantageous to your application.

Where applicable, your CV should outline your:

- personal details (name, address, contact number and/or email)
- current salary
- education and qualifications
- membership of professional bodies
- current role
- previous roles
- relevant experiences
- name, address and email of two referees: your most recent employer and someone whom can provide a character reference

If you wish to have an informal conversation regarding this role, please contact Meredydd Jones, Breed Chairman, on 01678 520632.

### Closing Date

The closing date for applications is: Friday, 15 January 2021 at 10.00am.