

## **JOB DESCRIPTION**

<b>Job title</b>	Competitions Co-Ordinator
<b>Salary</b>	£11.00 - £12.00/hour
<b>Location</b>	Devon County Show Office, Westpoint, Clyst St Mary, Exeter, EX5 1DJ
<b>Reporting to</b>	Show Manager
<b>Responsible for</b>	Administration of Competitions

### **Purpose and objectives of the role**

**To provide administrative support for the Livestock and Equine competitions which take place at the Devon County Show in conjunction with other team members**

### **Main duties and responsibilities**

- To provide administrative support for the Livestock, Equine, Dog Show and YFC Competitions including Sheep Shearing, Live Lamb, Donkeys
- Organising, attending and minuting Committee Meetings
- Organising licences and equipment for the competitions
- Administration for judges
- Producing and distributing the competitions schedules and entry forms
- Managing breed society and other affiliations
- Producing prize money cards
- Ordering rosettes/prize cards and other presentation items
- Processing entries online and paper
- Administration for stewards
- Producing the catalogues
- Assisting stewards in preparing rosettes/prize cards
- Producing stabling/stalling plans and signage
- Producing and distributing exhibitor's information
- Supporting stewards and exhibitors during and pre Show
- Supporting Agrifest as required
- Any other duties reasonably requested.

### **Special Requirements**

This role is based on an annualised hours contract of 1,155 hours PA. The hours vary throughout the year in order to meet the business needs but are likely to be 35 hours per week for February, March, April and May and then the remaining hours allocated to meet demand.