

## Job Description

<b>Job Title:</b>	<b>Operations Executive</b>
<b>Reports to:</b>	Head of Operations
<b>Team:</b>	Operations Team
<b>Salary:</b>	£27,000 - £29,000 per annum DOE
<b>Type:</b>	Full Time (37.5hrs per week)



### About the Three Counties Agricultural Society

The Three Counties Agricultural Society is a long established (1797) agricultural society with charitable remit to promote agriculture, horticulture and arboriculture within Gloucestershire, Herefordshire and Worcestershire

It is a professional and successful event organiser which achieves its charitable objectives through creating and hosting major shows including RHS Malvern Spring Festival (a partnership with the Royal Horticultural Society), Royal Three Counties Show, Malvern Autumn Show, CountryTastic and Careers Fair. HRH The Princess Royal is patron of Royal Three Counties Show and our events attract a footfall of 250,000 per year.

It is a thriving 90 acre showground based in Malvern which not only hosts events Three Counties' own events, but which is hired out to third parties for exhibitions, conferences, animal shows, trade fairs and leisure events such as flea fairs, auctions and vehicle enthusiasts' jamborees. The iconic Malvern Hills offer a unique backdrop to the showground, making us one of the most attractive showgrounds in the country. Over a million visitors a year come through the gates of the showground and it makes an annual contribution of £35 million a year to the local economy.

### Purpose of Job

To assist and support the Head of Operations in managing the 350 acre estate, ensuring it is run in compliance with Health & Safety legislation and to agreed budgets. You will also play an important role in supporting the Head of Shows and Show Leads in the creation and delivery of a high profile agricultural and horticultural events programme and ensure the estate is maintained for our many venue hire events throughout the year.

You will be expected to work the weekends of our 3 main events plus additional time as and when required to which Time off in Lieu will be given.

### About you

Working within the collaborative, creative and supportive Three Counties Team, the successful Operations Executive candidate will have the following attributes:

- Professional manner and ability to work effectively and confidently with a wide variety of stakeholders;
- A passion for high quality events;
- Excellent time management skills and able to work effectively under pressure;
- Excellent written and verbal communication skills;
- High attention to detail and ability to oversee and coordinate multiple projects;
- Positive, can-do attitude;
- Strong team player;
- Proficient in Microsoft Office suite.

## Key Tasks & Responsibilities

1. Assist the Head of Operations with the management & administration of the showground and its shows.
2. Plant and vehicle maintenance, taxation and testing
3. Liaising with Estate Foreman and engineers to ensure maximum efficiency and compliance with Health & Safety Legislation.
4. Procurement of Materials  
Liaising with the estate foreman to arrange the supply of timber, sheet materials and ironmongery for maintenance and events within agreed budgets.
5. Liaison with the Shows Team to ensure event plans and operation lists are correct and ordering of key event resources such as Marquees, Toilets and showers, Plant and machinery, Vehicles, Grandstands, Agricultural barriers and fencing etc.
6. Traffic Management
  - Road signage contract review
  - Review of car park maintenance, signage and equipment
  - Liaison with Chief Car Park Steward re grazing, mowing, lining, drainage and verge cutting.
  - Liaison with Worcestershire Highways about road works and associated issues

### 5. Health & Safety

- Attending Health & Safety Meetings
- Attending ISO14001 Meeting
- Attending Safety Advisory Group Meetings
- Expediting issues raised at Health and Safety Meetings identified by Head of Operations
- Monitoring of Fire Alarms and Extinguishers
- Control of Toolbox Talks (4 per annum)
- Maintenance of Training Matrix
- Identification of estate training needs to Head of Operations
- Production of Permits to work, Method Statements and signing off of work

### 6. Estate Management

- Monitoring of showground to ensure it is maintained to the highest standard.
- Regular inspections of perimeter and buildings to ensure any damage is identified and dealt with in a timely manner.
- Managing our ISO14001 accreditation and actioning non conformances
- Monitoring of Health and Safety Issues raised by contractors

### 7. Contractors

You will be involved in the management of our contractors, managing and prioritising workloads to agreed budgets including but not limited to:

- Drainage
- Machinery Testing Services
- PAT Testing Services
- Plumbing and sewerage
- Electrical services
- Washroom Services
- Hedge cutting

## **Workplace Advantages**

- Free parking
- 21 days holiday excluding bank holidays
- PPE
- Training opportunities and support
- Company pension scheme
- Cycle to work scheme
- TOIL (Time Off in Lieu ) scheme for any weekend work during shows or evening meetings
- Monthly employee benefit scheme (Perk Box)
- Complimentary tickets to Three Counties Events

For further information or to apply for this role, please send your CV and covering letter to Ben Russell, Head of Operations: [ben.russell@threecounties.co.uk](mailto:ben.russell@threecounties.co.uk)