



## National Sheep Association Central Region

### Job Description for NSA Central Region Secretary

**Responsible to:** NSA Central Region Chairman and NSA Central Region Committee.

**Key relationships with:** NSA Central Region Chairman, NSA Central Region Officeholders, NSA Central Region Committee, NSA Central Region members, and NSA Head Office.

**Job summary:** NSA is a membership charity supporting and promoting sheep farming the UK. NSA works within a structure of nine regions throughout the UK and this role will support the operation of NSA Central Region by providing administration and organisational support for regional committee meetings and events throughout the year, and ensure a good working relationship with NSA Head Office.

#### Key responsibilities:

- Organise and communicate four regional committee meetings (including the Annual Regional Members' Meeting) per year.
  - Book meeting room, catering and speakers where required and provide invoices for NSA Head Office to pay on behalf of the region.
  - Communicate an agenda and information to committee members (and regional members where appropriate).
  - Take minutes and circulate in a timely fashion.
- Organise up to four regional events for members per year, such as farm walks, joint industry meetings etc. These may be linked to committee meetings or be separate, and NSA Head Office can provide support to ensure content is in line with key NSA messages.
  - Book venues, catering and speakers where required and provide invoices for NSA Head Office to pay on behalf of the region.
  - Communicate information to committee members and regional members.
  - Work with NSA Head Office to promote event in advance and report on it afterwards, and ensure appropriate NSA branding and data capture on the day.
- Work with the NSA Activities & Campaigns Office to support any additional regional activities over and above the core events typically done by the region, and support NSA Head Office in membership recruitment activity in the region.
- Until the region feels it can take on the organisation of the event itself, be the lead regional representative for the NSA Central Region biennial event. As it currently stands, NSA Head Office is contracted (and paid) to deliver the event, with the NSA Central Region Secretary providing vital local knowledge, communicating between NSA Head Office and the NSA Central Region Committee, organising the NSA Next Generation Shepherds' competition if it is part of the event (more below), coordinating volunteers and attending the event (set-up, on the day and breakdown). As and when Central Region takes on the event, a separate



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organisers' fees would be paid separately to the annual honorarium for the Regional Secretary role.

- Ensure the successful delivery of the NSA Central Region Next Generation Young Shepherds' Competition, and work with the organisers of the junior element of the competition (which has been DART in previous years), to ensure both run within the NSA Central Region Early Gathering.
  - Design appealing competitions for young people in sheep sector with appropriate competitive elements.
  - Work with NSA Head Office to promote event in advance and report on it afterwards.
  - Source event general requirements, including refreshments, judges, speakers, prize cards, trophies, photographer etc.
  - Produce/source written materials needed on the day, e.g. score cards.
- Attend regional managers' meetings organised by NSA Head Office (typically three per year, held at NSA Head Office, Worcestershire) and be a proactive member of the NSA UK team.
- Work with NSA Head Office, in line with the Financial Operating Agreement, to manage the region's finances:-
  - Work with NSA Central Region Chairman/Regional Committee to manage a annual/biennial budget.
  - Work with the NSA Central Region Treasurer to ensure invoices and expenses claims are dealt with in a timely fashion.
- Work with NSA Head Office and NSA Central Region Chairman/Regional Committee to ensure the region runs in accordance with the NSA Articles of Association and NSA Regional Operating Guidance.
- Work with NSA Central Region Chairman to ensure optimal regional input into and consistency with national NSA activities, such as supporting NSA Central Region Office Holders in attending NSA committee meetings, and shaping NSA Central Region Committee Meeting agendas around NSA activities and priorities.
- Meet bimonthly deadlines for regional content in NSA Sheep Farmer magazine.

#### **Conditions of work:**

- Flexible role based from home but with required attendance at specific meetings and events.
- Some travel required within NSA Central Region (Cheshire, Derbyshire, Leicestershire, Lincolnshire, Nottinghamshire, South Yorkshire and Staffordshire).
- Annual honorarium of £1,800, to be paid in four equal amounts through the year, plus reasonable expenses.
- Laptop to be provided by the region. NSA email address and IT support to be provided by NSA Head Office.

#### **Applications process:**

- Applications close at end of play on Monday 16<sup>th</sup> September 2019. Interviews will be held on Friday 27<sup>th</sup> September at Chatsworth Farm Office, Pilsley, Bakewell, Derbyshire, DE45 1PJ.
- To apply, please send your CV and a covering letter to enquiries@nationalsheep.org.uk or NSA, The Sheep Centre, Malvern, Worcestershire, WR13 6PH. Please call David Howlett, NSA Central Region Chairman, on 07788 233832 to discuss the role – or email any questions to Joanne Briggs at NSA Head Office at joanne@nationalsheep.org.uk.

*August 2019, for the job to be advertised*