



National Sheep Association

Job Description for NSA Association Manager

Permanent position, four days a week, from November 2022

Responsible to: NSA Operations Director

Responsible for: NSA Membership Officer, NSA Bookkeeper and NSA Assistant Bookkeeper.

Structure: Part of the Management Team (Association Manager, Communications Manager, Policy Manager and Project Manager)

Objective: NSA is a membership charity supporting and promoting sheep farming in the UK. This role is to manage the physical running of the organisation (Head Office site management and contract/supplier management, including IT) and to manage the structure of the organisation (support for the regional and events network, NSA governance and systems). The role also includes managing the NSA Chief Executive's diary.

Job role:-

- **Assistance for the Chief Executive.** Manage the online diary for the NSA Chief Executive, monitoring emails for invites and scheduling meetings as requested. Make travel and accommodation arrangements. Manage written correspondence. Reconcile credit card statements for Chief Executive and office card. Deal with incoming post. Where appropriate, provide lower level support for other staff members and officeholders, such as booking meeting rooms and refreshments.
- **Regional liaison and governance.** Through personal relationships with NSA Regional Managers, manage the support offered by NSA Head Office to the regions, ensuring it is appropriate to the region and their resources. Also support existing relationships with regional officeholders, ram sale and event organisers.
 - Organise regular Regional Team Meetings for communication and sharing of knowledge and experience, within the NSA regional network and with relevant NSA staff.
 - Keep abreast of and support other NSA staff in keeping abreast of and supporting regional meetings, events and other activities.
 - Working with the NSA Operations Director, ensure the Regional Operating Guidance and individual financial operating agreements are up-to-date, governance at ARMMs (and other key points) is correct, and regions receive what support they need to meet deadlines around annual budgets, quarterly financial requirements, communications etc. Where appropriate and requested, support development of new events and initiatives.
- **Office and site management, contracts and suppliers.**
 - Manage the NSA Sheep Centre (Rutherford Building and Barn) to ensure it is a safe and productive workspace for all staff members. Organise maintenance and repair work. Working with the NSA Operations Director, ensure personnel records, health and safety and other HR requirements are monitored and maintained. Within an agreed budget, organise staff socials and other pastoral support.



Chief Executive: Phil Stocker
 A company limited by Guarantee. Registered in England. Registration No. 37818.
 Registered charity in England and Wales (249255) and in Scotland (SC042853)



- Manage all contracts and suppliers to ensure quality service and value for money, including but not limited to IT support for staff and appropriate officeholders (hardware, software and internet), phones, postage, photocopier, utilities, insurance, company credit cards, company cars and cleaning. Buy supplies for kitchen and housekeeping.
- Manage the leased properties within the NSA Sheep Centre (Firs Farmhouse, Bats Loft and outbuildings) to maximise income while providing a safe and maintained environment for tenants. Organise maintenance and repair work, liaise with tenants, read meters etc. Manage the lease agreement for the NSA building at the Royal Welsh Showground.
- Manage the Barn meeting room and its facilities for internal and external use, preparing for and ensuring tidying up after each use.
- **Line management.** With the support of the NSA Operations Director, line manage the NSA Bookkeeper, NSA Assistant Bookkeeper and NSA Membership Officer, having a working understanding of their roles, the accounts system and membership database. Ensure systems are integrated and effective for all staff members, and roles can be performed in any individual's absence.
- **Other responsibilities**
 - Act as the main point of contact for P&O ferry bookings, delegating to the NSA Bookkeeper where necessary.
 - Contribute to the quarterly activities report.
 - Respond quickly to all enquiries (telephone, email and online), delegating to other staff members where appropriate.
 - Provide support for general admin tasks at NSA Head Office, delegating to the NSA Assistant Bookkeeper when necessary.
 - Other duties as agreed.