**SECRETARY - BRITISH GOAT SOCIETY**

JOB DESCRIPTION

Report to: British Goat Society Chairman

Responsible to: British Goat Society Committee

**Job purpose –**

* Manage the efficiency and effectiveness of all the British Goat Society's administrative processes and business.
* Attend British Goat Society and other meetings as required, record/compile and distribute minutes within agreed time scales.
* Act as the first point of contact for Society members and other customers relating to all aspects of business undertaken and services provided by the British Goat Society.

**Activities -**

* Maintain records of registrations, transfers of ownership and awards to facilitate accurate production of Herd Book.
* Maintain membership records and act as first point of contact for the BGS.
* Ensure detailed records are maintained relating to all Society's finances.
* Arrange and attend Committee meetings, compile minutes, prepare and distribute meeting agendas, all in consultation with Chairman.
* Send account summaries monthly to Chairman and Vice Chairmen. Monitor expenditure to ensure it is kept within pre-defined Committee limits.
* Oversee production of annual Herd Book and all other publications.
* Year Book– liaise with Year Book editor on all matters relating to Year Book. Contact prospective advertisers. Liaise with printer to ensure mailing date is met. Return photographs.
* Produce, edit and distribute Monthly Journal.
* Liaise closely with the BGS Web Manager to ensure that the website is updated at frequent intervals with news and information including adverts and show results.
* Source and contribute items for Monthly Journal and web site.
* Prepare all internal/external written communications, in consultation with Chairman and/or any other Committee member(s) if appropriate.
* Ensure the smooth running of the office.
* Ensure sufficiency of publicity/information materials, distribute on request.
* CAE – maintain monitored herd database. Issue reminders when appropriate and check applications for accuracy. Issue monitored herd certificates.
* AGM/EGM – Prepare end of year accounts and AGM notice, ensure relevant time scales are met regards mailing. Issue notices of EGM if/when appropriate.
* In consultation with Chairman, negotiate best quotations from all service providers.
* Maintain accuracy of records relating to show and milk recording data.
* Act as Data Protection Officer.
* Organise Committee elections and vote counting.
* Manage the BGS shop.
* Any other duties as agreed with the BGS Committee.

EXPERIENCE/QUALIFICATIONS/PERSONAL QUALITIES

# Preferred Criteria

* Commitment to gaining or extending knowledge of goats, goat terminology and aims/purpose/business of the British Goat Society.
* Administrative/secretarial experience gained in an office environment.
* Extensive experience using various computer packages in an office environment.
* Experience in organising meetings and taking minutes.
* Experience in budget monitoring and accounts records.
* Word processing skills.
* Excellent organisational and time management skills.
* Excellent communication skills, oral and written.
* Ability to meet deadlines and prioritise workload.
* Ability to work under pressure.
* Mature outlook, methodical and organised disposition.
* Positive attitude and flexible approach.
* Ability to use own initiative in day-to-day tasks and work to a high degree of accuracy.
* Good interpersonal skills.
* Ability to cultivate and maintain good relations with service providers.
* Working knowledge of databases and experience of updating websites.
* Ability to resolve problems and manage conflicting demands.

# GUIDANCE NOTES FOR APPLYING FOR THE POST OF BGS SECRETARY

Thank you for your interest in the post of Secretary to the British Goat Society.

##### Application Requirements

Please provide a current CV and accompanying letter. The letter should indicate why you are interested in the post, what you can bring to the role and include the names and addresses of two referees. The CV and letter must be sent, by post, to Mrs Margaret Hardman (BGS Vice Chairman), 17 Greenfield Road, Sheffield S8 7RQ to arrive no later than 5 pm on Friday 8th April 2016. Applications received after the closing date will not be considered. Acknowledgement of receipt of application will be made by e-mail – if you do not wish to be contacted via e-mail please indicate this and enclose a sae if you require confirmation of receipt of your application.

The details above will give you the necessary information to decide if you possess the skills and knowledge levels required for the post, and will therefore assist you in deciding whether or not you should pursue your application further.

##### Selection Criteria

Once completed applications are received, short listing will take place. The short listing of candidates will be carefully undertaken by assessing the information provided on the CV and accompanying letter against the requirements of the post detailed above. It is, therefore, important for you to complete your CV and letter carefully, ensuring that you provide evidence of your knowledge, skills and experience which match those listed in the Experience/Qualifications/Personal Qualities section of this document. No assumptions will be made about candidate’s skills and abilities, so applications must be detailed and accurate.

Successful short listed candidates will initially be contacted by telephone, followed by written confirmation. They will be invited to take part in the next stage of the selection process – an interview.

**Interview**

During the interview you will be asked a number of questions relating to the selection criteria detailed under the heading Experience/Qualifications/Personal Qualities section of this document. In preparing for the interview, you should think carefully about how you might be able to demonstrate to the interview panel that you can meet these criteria. It is useful, for example, to think about experiences you have had which demonstrate particular skills or abilities.

##### References/Job Offer

Referees will be contacted after the preferred candidate has been offered and accepted the job. Confirmation of appointment will be subject to satisfactory references.

##### Further Information

Further information about the British Goat Society is available on our web site [www.britishgoatsociety.com](http://www.britishgoatsociety.com)

We look forward to receiving your application.