

Devon Cattle Breeders' Society

JOB ADVERTISEMENT
DCBS BREED SECRETARY
DATE: APRIL 2018

The Devon Cattle Breeders' Society (DCBS) seeks a Breed Secretary to oversee all aspects of the Society's management.

The DCBS is the UK breed society for Red Ruby Devon cattle, a British native breed producing some of the world's finest beef from grass. Native breeds are in the ascendancy, and the breed has an important role to contribute to sustainable beef production in the UK.

Principal Responsibilities

- Work with the Board of Trustees to ensure good governance
- Manage administration and finance
- Maintain the integrity of the Herd Book
- Deploy effective marketing and public relations
- Represent the Society at key events

The successful candidate will be able to demonstrate:

- A track record of successful business management and administration
- An ability to work as a self-starter without close supervision or direction
- Good numeracy, digital literacy and IT skills
- A track record building professional business relationships at all levels
- Credibility as a key representative of the Society within the food & farming industry

The majority of the Society's business affairs occur within the West Country and the majority of its members are located in this beautiful part of the country. It is therefore desirable for the Breed Secretary to be based in the West Country. Travel (with expenses covered) is a requirement of the role as is a flexible approach to work extra hours from time-to-time.

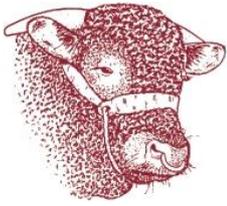
Conflicts of Interest: To avoid conflicts of interest, the successful candidate will not have direct or close family, business, or personal interests involving Red Ruby Devon cattle.

Remuneration: The role is 30 hours per week, with a competitive salary offered. There is flexibility regards working arrangements, with the emphasis being placed on creating the optimum package for the outstanding candidate. Home-working may be considered on a case-by-case basis.

Starting Date: The successful candidate will formally take up the post on 1st January 2019 after the current Breed Secretary steps down at the end of 2018. In order to ensure a smooth transition, a handover period will be agreed with the successful candidate, to take place towards the end of 2018.

Want to learn more? Please call Catherine Broomfield, Breed Secretary, for a confidential discussion.

Application Process: The closing date for written applications, demonstrating your suitability for the position, together with a CV, is 23rd May 2018. Applications can emailed to: Catherine@redrubydevon.co.uk or posted to: DCBS, Blacklake Farm, East Hill, Ottery St Mary, Devon EX11 1QA and the envelope marked "Application".



Devon Cattle Breeders' Society

JOB DESCRIPTION

DCBS BREED SECRETARY

DATE: APRIL 2018

Overview

The Breed Secretary's role requires both breadth and depth of experience, knowledge and people skills.

The Breed Secretary manages the affairs of the Devon Cattle Breeders' Society, a registered charity and Company limited by guarantee. The Breed Secretary is the Executive Officer to the Society's Trustees "the Council". As such the Breed Secretary is the gate keeper and representative of the Society; a guardian of the Society's good reputation and standing within the rural and farming communities.

It is a management level role, requiring experience and skills in the following areas:

- Governance - specific to registered charities
- Book keeping and other aspects of financial control
- Customer relationship management
- Marketing
- Event Management
- Administration and Management, including matters relating to Information Technology

At all times the Breed Secretary must act with professionalism, objectivity and impartiality.

Specific Areas of Responsibility

- **Governance**
Governance is at the heart of good management of the Society's affairs thereby avoiding unnecessary exposure to risk, and maintaining the Society's good reputation.
 - Ensure the Society operates within its Articles of Association and Bylaws
 - Oversee elections in a proper and timely manner in accordance with the Articles, Bylaws and any direction given by the Trustees.
 - Support the Trustees in their development and delivery of strategic planning
 - Organise Council meetings, meetings of the Executive and the Editing & Disciplinary committees. Take, file, and distribute Agenda and Minutes for all the aforementioned.
 - Assist sub-committee chairs with arrangements for meetings and distribution of Agenda and Minutes
 - Ensure services are always delivered to all members within the rules of the Society
 - Ensure all filings are made correctly and completely in a timely manner to all regulatory and statutory bodies relevant to a registered charity and company limited by guarantee.

- **Finance**
 - Produce an annual budget and quarterly management reports for the Trustees
 - Oversee correct and complete management of the society's income and expenditure
 - Compile all necessary financial documents for the year end accounts
 - Complete all necessary financial returns and filings on time
 - Ensure the timely collection of monies due and avoidance of bad debt
 - Design and implement risk controls to ensure the Society's financial security

- **IT & Cyber Security**
 - Implement the Society's procedures for Cyber Security
 - Ensure Society's Cyber Security procedures are frequently reviewed to ensure they are in line with best practice

- **Marketing**
 - Produce and distribute a quarterly members' newsletter
 - Lead on the creation of content for the Society's two websites and ensure sites are frequently updated with relevant, topical content.
 - Update the Society's Facebook page and any other social media frequently with relevant and topical content
 - Develop the content for the Society's biennial breed brochure
 - Produce pre and post Sale press releases for the farming media for both the Spring and Autumn Show & Sales
 - Create topical and relevant press releases for the media about the breed and the beef

- **Event Management**
 - Organise the AGM and Dinner
 - Organise the Spring and Autumn Show & Sales
 - Ensure breed stand attendance at multi-day shows as directed by the Trustees
 - Oversee and adjudicate the DCBS Annual Points Competitions
 - Assist sub-committees in their organisation of members' events

- **Herd Book**
 - Compile the contents of the Davy's Devon Herd Book
 - Oversee print and publication to the standard required in a timely manner

Key Performance Measures

- AGM Notice to be printed and distributed with the statutory notice period
- Agenda for every Council meeting to be distributed to Council members at least 10 days prior to the meeting
- Minutes of every Council meeting to be distributed to Council members within 7 working days of meeting
- Herd Book published and distributed no later than 30th April
- Month end reconciliations completed within 7 working days following the month end
- Quarterly Management Reports distributed to Council within 7 working days following the quarter end
- Draft budget presented to the Executive Committee at its meeting prior to the December meeting of Council
- Year End Accounts internal procedure completed by end of first week of January
- Year End Accounts delivered to Society's accountants no later than end of January
- No infringement notices, penalties or fines incurred as a result of incorrect, incomplete or late filings
- Maintain all members' accounts within £1000 credit limit.
- Bad debt write offs at year end within £0 – £1,500.00 excluding lapsed members' annual subscriptions for the year.
- Spring and Autumn Show & Sale reports, created by Breed Secretary, published in at least 2 popular farming press media titles.
- At least 2 other breed or beef related stories, created by Breed Secretary, published by popular media titles in farming press per year.

Essential Personal Attributes

- A self-starter able to work on own initiative without close direction
- Ability to see the "big picture" and to zoom in to deliver the detail of the plan
- Objective and independent minded person, able to exercise good judgement
- Able to uphold and enforce the rules of the Society in a professional manner
- Willingness to be accessible to the Society's members

Desirable Skills & Experience

- SME business management experience including all areas of practical business administration
- Effective communicator with stakeholders at all levels
- Fully conversant using MS Office suite including spreadsheets and dbase
- Good standard of digital literacy and IT skills
- Good grasp of food & farming issues
- Knowledge and understanding of livestock farming

Annual Performance Assessment

An annual review of the Breed Secretary's performance will be carried out with the Breed Secretary and Breed Secretary's Line Manager and two other Trustees.

Line Manager

The Line Manager will be a designated member of Council.