



Association of Show and Agricultural Organisations

Patron: HRH The Duchess of Edinburgh GCVO

Secretary: Paul J Hooper OBE; Website: www.asao.co.uk

The Association of Show and Agricultural Organisations [ASAO], a charity, has a remit to foster co-operation and discussion in the pursuit of matters of common interest among Show and Agricultural Organisations for the betterment of Agriculture, its kindred industries and services.

The ASAO was founded in 1923 and has over 230 members. Governed by a Council, elected members from the membership, with a part-time Secretariat overseeing Membership and other related issues.

For only the second time in its history the Association is seeking to appoint a Chief Executive to manage the day-to-day running of the Association. This exciting and unique role will be home based and successful candidate will work 30 hours per week.

The role will include:

- Being the initial contact for all stakeholders both National and Regional
- Fielding enquires from external contacts and members of
- Maintaining the day-to-day operation of the Association
- Managing company accounts
- Overseeing monthly e-newsletters and communication with the membership
- Co-ordinating monthly online membership catchups
- Preparing Council meeting agendas, background papers and other meetings as required
- Providing support for various projects throughout the year
- Working with Council Members and bring together the annual Learning Day, Regional Meetings and Conference
- Working with Council to set and implement long term direction of the organisation

The successful candidate will work remotely in collaboration with a part-time membership secretary.

**For a detailed job description please contact Denis Dooley, Chairman ASAO
via email - denis@newforestshow.co.uk
Closing Date - Friday 7th February 2024**