



The Kerry Hill Flock Book Society

Horary Secretary – Chris Adamson

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Society Administrator for Kerry Hill Flock Book Society

Position: Society Administrator

Employment Type: Self-Employed (Honorarium)

Compensation: Pay will be determined based on experience

Overview: The Kerry Hill Flock Book Society (KHFBS) is seeking an experienced and reliable self-employed Administrator to support the smooth operation of the Society. This is a task-based role focused on delivery of key administrative, membership, and communication functions throughout the year, with additional responsibilities around Society sales, events, and compliance.

Key Responsibilities:

- **Membership & Registrations**

Process new member applications and registration forms via Grassroots, email, and post/issue new member packs and maintain accurate records. Manage annual flock return process (August–December), including chasing late payments. Update and maintain Grassroots database and lapsed memberships.

- **Sales Coordination**

Liaise with auctioneers and members to organise up to 7 pedigree sales per year. Prepare and circulate sale schedules and catalogues. Set up and manage sales entries on Grassroots, provide text for catalogues and Society material to auctioneers. Attend key sales where required, with boards, rosettes, and trophies. Post-sale: transfer sheep to new owners, prepare reports and averages.

- **Flock Book**

Coordinate content and advertising for annual Flock Book (December–January). Supply data and summaries (Sections A–C, Irish flocks, registrations, census etc.) to Promotional Officer for compilation. Maintain gift aid records and provide to relevant Council member annually.

- **Council and AGM Administration**

Arrange and support approximately five Council meetings per year (agendas, minutes, follow-up) Support organisation of AGM: venue booking, member communications, dinner orders, table plans, trophy management. Coordinate Council nominations and update Charity Commission as needed.

- **Financial Administration**

Maintain Excel-based record of income and expenditure. Monitor bank statements (read-only access), reconcile regularly. Produce year-end accounts with support from the Treasurer and assist with reporting of accounts for Council meetings. File invoices, receipts, and assist with payment tracking.

- **Communications & Promotions**

Liaise with members via email and post regarding Society news and deadlines. Support photo competition coordination and calendar production. Assist with promotional tasks and events (in cooperation with Promotional Officer)

- **Shows and Awards**

Coordinate Society's presence at National Show and other regional shows as agreed. Liaise with show organisers and collect results for AGM awards. Organise and help coordinate the national biannual flock competition. Manage rosette and sash ordering and distribution. Maintain points-based tracking for show trophies, including Young Handler awards.

- **Compliance**

Maintain and submit annual Charity Commission filings (with Council support). Ensure Society insurance policies are reviewed and renewed annually.

Candidate Profile

Proven administrative or society/charity support experience (ideally livestock-related). Confident using email, Microsoft Excel, and database systems (e.g. Grassroots). Organised, self-motivated and capable of managing cyclical and deadline-driven tasks. Professional communication skills and confidence liaising with members, Council, and external partners. Ability to attend select shows and sales as required (expenses reimbursed).

To Apply:

To express your interest in the role, please email Christopheradamson@icloud.com with a covering letter and CV. Applications will be accepted from both individuals and companies providing administrative services.

Applications Close Friday 11th July 2025.

For more information about the Kerry Hill Sheep Society and our activities, please visit our website and Facebook page.