



**National Sheep Association
South East Region**

Job Description for NSA South East Region Secretary

Job description to remain as a draft until a suitable candidate has been identified

Responsible to: NSA South East Region Chairman and NSA South East Region Committee.

Key relationships with: NSA South East Region Chairman, NSA South East Region Office Holders, NSA South East Region Committee, NSA South East Region members, and NSA Head Office.

Job summary: NSA is a membership charity supporting and promoting sheep farming the UK. NSA works within a structure of nine regions throughout the UK and this role will support the operation of NSA South East Region by providing administration and organisational support for regional committee meetings and events throughout the year, and ensure a good working relationship with NSA Head Office.

Key responsibilities:

- Organise and communicate four regional committee meetings (including the Annual Regional Members' Meeting) per year.
 - Book meeting room, catering and speakers where required and provide signed-off/approved invoices to NSA Head Office to pay.
 - Communicate an agenda and information to committee members (and regional members where appropriate).
 - Take minutes and circulate in a timely fashion.
 - Ensure agendas, minutes and any changes in the committee are communicated to NSA Head Office.
- Lead and/or support the organisation of regional events and activities:-
 - Organise up to four regional events for members per year, such as farm walks, joint industry meetings etc. These may be linked to committee meetings or be separate. Support will be provided by NSA Head Office to help ensure this activity communicates key NSA policy and technical messages, and to help with promotion before and after the event.
 - Working with NSA Head Office and the region, lead the delivery of the biennial NSA South East Region Next Generation Day (incorporating the NSA South East Region Next Generation Shepherds Competition) and the biennial NSA South East Region Sheep Health and Wealth Conference. As above, support will be provided by NSA Head Office.
 - Be the lead regional representative for a biennial NSA South East sheep event. NSA Head Office will be contracted (and paid) to deliver the event, with the NSA South East Region Secretary providing vital local knowledge, communicating between NSA Head Office and the NSA South East Region



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)



National Sheep Association is an organisation which represents the views and interests of sheep producers throughout the UK.
NSA is funded by its membership of sheep farmers and its activities involve it in every aspect of the sheep industry.

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National Sheep Association South East Region

Committee, coordinating volunteers and attending the event (set-up, on the day and breakdown).

- Attend regional managers' meetings organised by NSA Head Office (typically three per year, held at NSA Head Office in Malvern, Worcestershire) and be a proactive member of the NSA UK team.
- Work with NSA South East Region Chairman and Treasurer, with support from the Regional Committee and NSA Head Office, to manage the financial affairs of the region (including those of regional events) and to produce and manage an annual/biennial budget.
- Work with NSA Head Office and NSA South East Region Chairman/Regional Committee to ensure the region runs in accordance with the NSA Articles of Association and NSA Regional Operating Guidance.
- Work with NSA South East Region Chairman to ensure optimal regional input into and consistency with national NSA activities, such as supporting NSA South East Region Officeholders in attending NSA committee meetings, and shaping NSA South East Region Committee Meeting agendas around NSA activities and priorities.
- Meet bimonthly deadlines for regional content in NSA Sheep Farmer magazine.
- Support NSA Head Office in membership recruitment activity in the region.

Conditions of work

- Flexible role based from home but with required attendance at specific meetings/ and events. Some travel required within NSA South East Region (Berkshire, Buckinghamshire, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey, Sussex and Wiltshire).
- Annual honorarium of £1,800 plus reasonable expenses and a bonus for the successful delivery of the NSA South East Region Sheep Health & Wealth Conference in November 2019. To be reviewed annually.
- NSA email address and IT support to be provided via NSA Head Office.



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