



Assistant Secretary

Mid-Somerset Agricultural Society, Shepton Mallet

Part-time | Start date: 1 April 2026

The Mid-Somerset Agricultural Society, is seeking an organised and enthusiastic individual to take on the role of Assistant Secretary to support the planning and delivery of the Mid-Somerset Show and other events held throughout the year.

This is a part-time role, typically two days per week, with increased hours during July and a short period of full-time work in August in the run-up to the Show. Occasional weekend working will be required, with plenty of notice given and time off in lieu provided. Days and hours are flexible during quieter periods.

You will be working in a friendly rural office environment, alongside the current Show Secretary (who is retiring in September) and the Show Secretary Designate. This offers a unique opportunity to gain experience within an established agricultural society and live event setting, working as part of an experienced team.

Key Responsibilities

- Providing administrative support to the Show Secretary
- General office administration duties
- Email and telephone communications with a wide range of stakeholders, including members, exhibitors and sponsors
- Using the Society's online management system (Showing Scene)
- Assisting with marketing and promotional tasks
- Stock checking and ordering
- Supporting the planning, organisation and delivery of live events, including the Mid-Somerset Show

About You

- Strong office administration skills, with confidence and competence using computers and digital systems
- Excellent communication and organisational abilities
- A reliable team player who can also work independently
- Able to work calmly and efficiently under pressure, particularly during live events
- Flexible, proactive and well organised

Desirable Experience & Skills

- Office administration experience



- Working knowledge of: Microsoft Word, Microsoft Excel, PDF Editor
- Event or show experience is beneficial
- Basic knowledge of agricultural shows and rural events is beneficial
- Familiarity with online management systems
- Full UK driving licence (preferred)

If you are interested in a varied and rewarding role within a rural agricultural society, we would love to hear from you.

Salary: £11k-£12k PA

Holiday pay + bank holidays (where possible)

Applications: Please send you CV & Cover letter to admin@midsomersetshow.org.uk please include two references.

Closing date for applications is the 4th February 2026

Further questions: admin@midsomersetshow.org.uk OR 01749 938044