**Breed Secretary Role with The British Limousin Cattle Society**

**Background Information**

The British Limousin Cattle Society (BLCS) is the United Kingdom’s largest and leading pedigree beef cattle Society. We are looking to recruit an inspiring Breed Secretary to work at the Society’s headquarters in Leamington Spa, Warwickshire.

The work of the Society, which has 3,000 members across the four home nations, is varied and the role includes overseeing the administration of the Society’s online herd book, membership administration, compilation of promotional and press material, maintenance of websites and social media content, attendance at shows, sales and events, and preparation and promotion of pedigree sales and catalogues.

The Society has an evolving and high-level breed improvement and performance recording programme. Associated to the Society is the online trading platform Semenstore.co.uk which also requires administrating and which has significant development potential. The Society will mark its 50th anniversary in 2021 and as that year approaches there will be considerable build-up work, including the organisation of national events, fundraising and sponsorship, and promotion to celebrate a landmark year.

**Purpose of the Role**

The Breed Secretary (BS) is responsible for the leadership and management of the Society on behalf of the Board of Trustees.

The successful candidate will be working closely with the Board to develop and continuously challenge the future vision for the Society; striving to maintain a world class and respected ‘go to’ information resource for the members and the wider community, both within the UK and Europe.

Success for the Society, and therefore the BS, will be growing and developing the Society as a relevant and respected UK professional body with an international influence.

**Key Responsibilities**

WORKING WITH THE BOARD

* Working with the Board to offer strategic and operational advice and guidance in the principal areas of breed development
* Communicating closely with the Board to develop the Limousin brand (PR, marketing)
* Working with the Board to ensure effective and relevant business strategies

WORKING WITH THE MEMBERS

* Making sure that defined strategies are clearly communicated to members, (with clarity that ensures the Society’s objectives are understood and met)
* Excellent communication and management of key stakeholders
* Maintain the integrity of the herd book and manage the introduction of new technologies which may benefit the Society

OTHER

* Lead the office team responsible for the efﬁcient administration of the society, showing strong and inspirational leadership.

**Key Requirements**

The successful candidate will have the following experience:

* The ability to play a senior leadership role
* Business and financial planning
* Extensive knowledge and a passion for the beef industry
* Excellent marketing & communication skills, including networking and influencing key stakeholders within the industry
* Honesty, integrity and enthusiasm
* Excellent negotiation skills
* Numerate and IT literate
* Full driving licence

As a senior member of the leadership team you will be committed to the Society’s long-term goals and expected to work flexible hours. This is a demanding but hopefully rewarding role that requires energy and drive.

Salary package negotiable

Deadline: Friday 7th February 2020

Applications & CV to BLCS Chairman - Michael Cursiter

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