



GWCT SCOTTISH GAME FAIR

CELEBRATING CONSERVATION & THE COUNTRYSIDE

SCONE PALACE, 24-26 SEPTEMBER 2021

HEADLINE SPONSOR NFU MUTUAL

Job Description

Job Title: Prize Co-Ordinator (Part-Time)

Report to: GWCT Scottish Game Fair Manager

Fixed Fee: £1,500

Location: Remote & Scone, Scotland

We're looking for an enthusiastic and efficient individual to obtain and co-ordinate prizes for the GWCT Scottish Game Fair 2021 competitions.

Job duties & Responsibilities:

1. Contacting the Fair Chairman, the Fair Manager, and the competition organisers to find out the requirement for trophies and prizes in good time for these to be available at the start of the Fair.
2. Approaching, negotiating, and collecting prizes from sponsors, stand holders and others.
3. Selecting, engraving (where appropriate) and ordering of such prizes and trophies that are required, in addition to those that are donated subject to a budget agreed in advance with the Fair Manager.
4. Allocating donated prizes so that they are appropriate to the type of the competition. Distributing all prizes and trophies to those responsible for presenting them in good time before the presentations are due.
5. Providing a record of donors and the prizes they have donated, together with details of the competitions for which they were used, within a week of the end of the Fair.
6. Providing a list of all prizes and trophies purchased, together with details of the competitions for which they were used, within a week of the end of the Fair. Providing purchase invoices for all items purchased on behalf of the Fair.
7. Providing, within a week of the end of the Fair, a written report to the Fair Manager which should include any areas of difficulty or concern and recommendations for improvements in future years.
8. Acknowledging by a letter or email to each donor, within a week of the end of the Fair, the thanks of the Chairman and Fair Committee for their prize donations.
9. Attending meetings as required by the Chairman and/or Fair Manager.

Job Requirements:

- Proficiency at Microsoft Office, Excel in particular
- Excellent written and verbal communication skills
- Able to work September 24-26th September 2021 onsite at Scone Palace for the duration of the event.
- Experience within the Shooting Industry, and knowledge of Fieldsports.

If interested, please email info@scottishfair.com