

Department: RHET
Job Title: Royal Highland Show Support Administrator
Date Compiled: May 2026
Responsible to: RHET Executive Officer
Working Hours:

Week commencing 1 June : 3 days (9.00am - 5.00pm) or equivalent hours

Week commencing 8 June : 3 days (9.00am – 5.00pm) or equivalent hours

Week commencing 15 June : 7 days (7.30am – 6.30pm)

Week commencing 22 June : 1 Day (Monday 22 June only – (9.00am - 3.00pm)

About RHASS

RHASS (Royal Highland & Agricultural Society of Scotland) is Scotland's agricultural charity and is the leading voice for Scottish agriculture and the rural community. Founded in 1784 with the guiding principles to promote the regeneration of rural Scotland, those principles still ring true today. Today and in the future, the charity strives for new ways to preserve, educate and support the industry and people who live and work in the Scottish countryside. RHASS is the charity who puts on the Royal Highland Show at the Royal Highland Centre (RHC), showcasing the very best in farming, food and rural life.

About RHET

RHET (Royal Highland Education Trust) is the leading educational charity providing food and farming learning experiences for Scotland's young people. Every year, RHET engages with over 80,000 pupils throughout Scotland and during the 4 days of the Royal Highland Show, will host over 200 school groups.

Our Values

At RHASS we embody four key values that inspire and guide us in everything that we do.

We **Celebrate** – Embrace every achievement and cherish our heritage; our success is a shared journey that deserves recognition and joy.

We are **Courageous** – Dare to lead, innovate, and break new ground.

We **Empower** – Seek out ways to support and uplift each other.

We are **Resourceful** – We sustain our charity through creative thinking, and integrity.

Job Purpose

The Show Support Administrator will provide comprehensive administrative and practical support to the RHET team across a range of preparation activities for the RHET provision within the Discovery Centre at this year's Royal Highland Show.

What You'll Do

Assist the RHET team with all aspects of project administration including:

- Provide administrative support for the organisation and delivery of school and family-focused sessions at the Royal Highland Show
- Support the preparation of volunteer timetables, name lanyards and other materials ahead of the Show
- Work with the team to prepare the Discovery Centre building in readiness for activity providers setting up during the week commencing 15 June
- Work alongside RHET contractors and the wider team to support volunteers during the four days of the Royal Highland Show
- Support RHET staff and contractors to help ensure all Discovery Centre activities run efficiently during the Show
- The position will involve manual handling and physical tasks

What You'll Bring

- Good communication skill and the ability to work effectively with colleagues, volunteers, contractors and visitors
- Excellent knowledge of Microsoft Office applications, particularly Excel, including experience using formulas
- Ability to multitask and work efficiently under pressure with careful attention to detail
- Enthusiastic, self-motivated and well organised, with good time management skills
- Professional and approachable attitude
- Full UK driving licence is desirable but not essential
- Flexibility in working hours will be required in the lead-up to and during the Royal Highland Show

Benefits

- Free on-site parking
- 2 complimentary Royal Highland Show admission tickets and a parking pass for friends and family
- Food vouchers redeemable at vendor stands throughout the Show