



Shows & Livestock Executive

Company: Three Counties

Contract Type: Maternity Cover (9-12 month contract)

Reports to: Show Manager for CountryTastic and Royal Three Counties Show (Line Manager) and Head of Show and Marketing (Head of Department)

Hours: 35 hours per week. Monday to Friday. Some evening and weekend work is required.

Start Date: November 2026

Location: Three Counties Showground, Malvern, Worcestershire

About Three Counties

The Three Counties Showground in Malvern is home to the Three Counties Agricultural Society. The Society is a charity whose main objectives are to promote agriculture, horticulture, arboriculture, apiculture and allied and rural industries within Gloucestershire, Herefordshire and Worcestershire and beyond through creating and hosting major shows including RHS Malvern Spring Festival (a partnership with the Royal Horticultural Society), Royal Three Counties Show, Malvern Autumn Show, Three Counties Championship Dog Show and CountryTastic. HRH The Princess Royal is patron of Three Counties Agricultural Society and our events attract a footfall of 250,000 per year.

The Three Counties Showground is a thriving 90 acre showground which not only hosts Three Counties' own events, but is also hired out to third parties for exhibitions, conferences, animal shows, trade fairs and leisure events such as flea fairs, auctions and concerts. The iconic Malvern Hills offer a unique backdrop to the showground, making us one of the most attractive showgrounds in the country. Over a million visitors a year come through the gates of the showground and it makes an annual contribution of £35 million a year to the local economy.

Purpose of the job

A rare opportunity for an organised and enthusiastic individual to become part of a well-established team responsible for the creation and delivery of a successful shows programme that meets Three Counties Agricultural Society charitable objectives.



Key Responsibilities

- In collaboration with the Shows Team and Livestock Consultant, manage all aspects relating to livestock at the Royal Three Counties Show including but not limited to entries, rules, judges and stewards, schedules, catalogues, results and running the livestock office during the show.
- Set up and manage livestock competitions on 'Showing Scene' and control entry numbers, limits and capacities as well as pricing and prize money allocations and instructions for payment.
- Ensure that the information on Showing Scene matches that in the Livestock Schedule and the Livestock Catalogue.
- Liaise with exhibitors regarding competitions and entries and attend to queries.
- Manage the promotion of livestock classes through regular Showing Scene digital mailings to exhibitors and the creation of a postcard to previous exhibitors reminding them of key dates.
- Assist with the ordering of rosettes, prize cards and sashes for the livestock section and co-ordinate and manage the packing of rosettes and prize cards.
- Co-ordinate the preparation of exhibitor, judges and stewards' packs, judging boxes, judges' books and appropriate documentation pre-show including the livestock catalogue.
- Liaise with, and affiliate to, as required, breed societies and third -party entities. Including but not limited to class reviews, national show correspondence, entry checking and hospitality as required.
- Manage livestock attendance at CountryTastic and Malvern Autumn Show, ensuring an appropriate mix of species and breeds to support educational and agricultural objectives.
- Pro-actively work with the Shows Staff Executive to ensure all temporary staff elements are manned correctly and that all job descriptions are completed to a high level for these staffing roles.
- Work together with members of the shows team and in accordance with the direction given by the Show Manager and Head of Shows and provide regular progress update reports to the Show Manager and Head of Shows as required.



- Act as Three Counties representative at society events and relevant committee meetings, taking minutes where necessary and proactively ensuring the delivery of all agreed actions.
- Proactively work with the Shows Operations Executive and Show Manager to ensure the infrastructure and operational requirements for the livestock area are planned and delivered on time and within budget.
- Provide post-show feedback and make recommendations for improvement to the Show Manager and Head of Shows.
- Promote and protect the Society's external profile and image at all times.
- Any other duties in the general scope of the role, as required.

How to Apply:

Please send a CV and covering letter to alice.arnold@threecounties.co.uk

Closing date:

25 September 2026