



**Title:** Governance Officer

**Location:** Hybrid role: The Pony Club Office in Warwick with agreed home-working

**Job Type:** Full Time – 35 hours per week

**Salary:** Competitive

**Closing Date:** Monday 5<sup>th</sup> December 2022

**Email:** [hr@pcuk.org](mailto:hr@pcuk.org)

### About Us

The Pony Club is 'the' starting point for any young person, under the age of 25, who wants to learn how to ride and care for horses and ponies. Membership offers a range of benefits, including training in how to both care for and ride a pony correctly, reinforced by Members taking tests, earning achievement badges, competing individually and in teams; and most importantly making friends and having fun - you don't need to have your own pony to join! Founded in 1929, The Pony Club now runs across 330 Branches and over 400 Centres in the UK alone, encompassing more than 30,000 Members.

The Pony Club's objectives are;

- To encourage young people to ride and to learn to enjoy all kinds of sport connected with ponies and riding.
- To give instruction in riding and horsemanship and to educate Members to look after and to take proper care of their animals.
- To promote the highest ideals of sportsmanship, citizenship, and loyalty and to create strength of character and self-discipline.

This is a fantastic opportunity within the charity sector for you to make a real impact and help The Pony Club grow and strengthen as an organisation. We are looking for someone who can deliver and maintain exceptional levels of service to all stakeholders. If you love organising, streamlining processes and working flexibly across multiple areas to the benefit of the organisation, then this is the role for you!

Your role as Governance Officer will be based at the office in Shrewley, Warwickshire, combined with some remote working from home. You will be heavily involved in supporting The Pony Club's Senior volunteers, which will give you a huge insight into how a membership organisation functions.

Alongside this, you will need to support the organisation with other ad-hoc tasks and provide general office support where necessary. Attendance at our annual National Championships and other events provides a vital opportunity to engage with volunteers and members.

Your duties will include but will not be limited to:

- Working with the Operations Manager to deliver efficient and consistent governance across The Pony Club which includes collating and preparing papers for meetings
- Attending meetings and recording accurate minutes
- Ensuring all Charity requirements are met and that the General Meeting is conducted in accordance with the Articles of Association
- Planning the AGM, volunteer conference and any other events which are required by the organisation
- Using the central filing system and implementing the best practices



- Working with the Marketing Officer on appropriate tasks/projects
- Being the key facilitator of communication between the different operational areas of the organisation
- Identifying and facilitating membership drive campaigns and generating useful feedback
- Providing support to the wider organisation where appropriate, including attending events
- Answering telephone calls and dealing with queries
- Maintaining and updating a policy library

The ideal candidate will have the following;

- Excellent communications skills, both written and verbal
- Attention to detail
- Self-motivated and have the ability to prioritise tasks
- Forward thinking and 'can do' attitude
- Highly organised and efficient in completing tasks
- Ability to work independently as well as in a team

**Hours of work:**

09.00 – 17.00 Monday- Friday. (Flexibility can be discussed for the right candidate)  
There may be evening/weekend work as required by the organisation, time off in lieu will be given where appropriate.

**Job Type:** Full-time, Permanent

**In return we offer;**

Competitive salary  
Great holiday entitlement - 25 days per year plus public holidays  
Company pension plan and healthcare insurance

**Ability to commute/relocate:**

- Warwick: reliably commute or plan to relocate before starting work (preferred)

Please send your CV and covering letter by email to [HR@pcuk.org](mailto:HR@pcuk.org)

**Person Specification  
Governance Officer**

	<b>Attribute</b>	<b>Essential or Desirable</b>	<b>How Identified</b>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>•Knowledge and understanding of Equestrian sport and The Pony Club branch and centres structure.</li> <li>•Knowledge of The Pony Clubs Strategy</li> <li>•Commitment to sports equality and knowledge of the barriers to participation.</li> <li>•A working understanding of inclusion, equality and anti- discrimination, safeguarding and best practice</li> <li>•An understanding of key volunteers and decision-making processes</li> <li>•Previous experience in supporting volunteers</li> </ul>	<p>Essential</p> <p>Desirable</p>	<p>Application</p> <p>Application</p> <p>Application</p> <p>Interview</p> <p>Application</p> <p>Interview</p>
<b>Experience and Education</b>	<ul style="list-style-type: none"> <li>•Experience in working independently and as part of a team</li> <li>•Evidence of developing positive relationships with people and organisations</li> <li>•Able to demonstrate success in providing a range of customer support services</li> <li>•Experience of working in an office environment</li> <li>•Educated to degree level</li> <li>•Sports development / other relevant qualification</li> </ul>	<p>Essential</p> <p>Desirable</p>	<p>Application</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application</p> <p>Application</p>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>•Commitment and passion for growth of equestrianism</li> <li>•Ability to set and achieve targets to agreed deadlines</li> <li>•Strong planning, organisational and time-management skills</li> <li>•Ability to cope with conflicting demands</li> <li>•Excellent communication skills using traditional, modern and emerging media</li> <li>•Driving licence</li> <li>•Ability to work strategically alongside key stakeholders</li> <li>•Report writing</li> </ul>	<p>Essential</p> <p>Desirable</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application</p> <p>Application</p> <p>Application</p> <p>Application</p>

	<ul style="list-style-type: none"> <li>•Excellent Administrative and IT skills</li> <li>•Budget / resource management</li> <li>•Project management skills and Experience</li> </ul>		<a href="#">Application Interview</a> <a href="#">Interview</a>
<b>Behaviours &amp; Characteristics</b>	<p><b>Progressive:</b> Embracing and promoting new thinking, Innovation, Creativity and Problem Solving</p> <p><b>Respectful:</b> Setting the highest standards for Respectful Behaviour, Role modelling, and Respecting others' Opinions and Values.</p> <p><b>Inclusive:</b> Championing Inclusivity and leading the way to ensuring that Equestrianism is and remains an opportunity for all.</p> <p><b>Excellent:</b> Striving for excellence in performance, stretching targets and exceeding expectations.</p> <p><b>Accountable:</b> Honest, open and accountable.</p>	<b>Essential</b>	<a href="#">Interview</a>  <a href="#">Interview</a>  <a href="#">Interview</a>  <a href="#">Interview</a>  <a href="#">Interview</a>