

**Outreach Officer (Initial 1 year contract)**

**Location: Hybrid**  
**Hours: Full Time**  
**Salary: £23kpa**

**The Pony Club** is the world's largest equestrian youth charity and is dedicated to widening access to horses and ponies.

We have recently committed a team to fulfil our charitable aims of reaching out and educating the wider community, ensuring that everyone has a chance to benefit from the wonders of being around and learning about horses and ponies.

We are looking to expand the impact we are making with a new Outreach Officer Role.

**Role Description:**

Reporting to the Lead Community and Outreach Officer the Outreach Officer will:

- Support the delivery of outreach projects including the organising of opportunities to engage with communities and the administration of education packs
- Work with the Lead Community and Outreach Officer to develop the outreach plan
- Support the growth and development of The Pony Club's outreach provision, working towards agreed regional targets for outreach activities
- Support the building of a network of engaged community groups, schools and partners through keeping a database up to date and aiding with research
- Support the work within the EDI Action Plan by logging and contributing to actions and investing time learning about ED &I.
- Support the Lead Community and Outreach Officer with project administration including responding to emails and producing meeting agendas and minutes

**Person Specification:**

|   | <b>Attribute</b>  | <b>Essential or Desirable</b>     |
|---|---|-----------------------------------|
| <b>Knowledge &amp; Understanding</b>    | <ul style="list-style-type: none"> <li>•Commitment to sports equity and knowledge of the barriers to participation.</li> <li>•An understanding of inclusion, diversity and anti- discrimination, safeguarding and best practice</li> <li>•An understanding of the challenges associated with running activities</li> <li>•Previous experience in supporting community group engagement</li> </ul>   | <p>Essential</p> <p>Desirable</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 outreach work</li> <li>•Community Engagement / other relevant qualification</li> </ul>  | <p>Essential</p> <p>Desirable</p> |
| <b>Skills &amp; Abilities</b>           | <ul style="list-style-type: none"> <li>•Commitment and passion for Community engagement and / or Equestrian Sport</li> <li>•Excellent Administrative and IT skills</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 with partner organisations</li> <li>•Report writing</li> <li>•Project management skills and Experience</li> </ul> | <p>Essential</p> <p>Desirable</p> |
| <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.</p> <p><b>Inclusive:</b> Championing Inclusivity and leading the way to ensuring that Equestrianism 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>   | <p>Essential</p>                  |