

## **Riding Centres Assistant**

**Location: Hybrid**

**Hours: Full Time**

**Salary: £21kpa**

**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 Riding Centres Assistant.

### **Role Description:**

Reporting to the Centre Operations Officer the Riding Centres assistant will:

- Process linked riding Centre reviews
- Process linked riding centre bulk and overseas memberships
- Managing stock and supply of Centre marketing materials
- Update membership database as per centre coordinators requests
- Manage the New and Closure linked centres administration process
- Use the Data system to produce centre compliance reports and centre mapping
- Assist with Linked Riding Centre events and projects
- Support the Centre Operations 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>• Knowledge and understanding of Equestrian sport and The Pony Club Branch and Centre structure.</li> <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> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• An understanding of the challenges associated with running a riding centre</li> <li>• Previous experience in supporting clubs / community groups</li> </ul>	<b>Desirable</b>
<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> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• Experience of working in Equestrian</li> <li>• Sports development / other relevant qualification</li> </ul>	<b>Desirable</b>
<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> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• Ability to work strategically with partner organisations</li> <li>• Report writing</li> </ul>	<b>Desirable</b>
<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>	<b>Essential</b>