

Job Advert Sports Assistant

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 offering the opportunity to participate in our nine sports, competing individually and in teams, training in how to both care for and ride a pony correctly, reinforced by Members taking tests, earning achievement badges, 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 purpose is:

- To promote and advance the education and understanding of the public and particularly children and young people, in all matters relating to horsemanship and the horse.
- To encourage the development of sportsmanship, unlocking potential by building resilience, confidence, teamwork and leadership skills.
- To support and develop the volunteering network to strengthen The Pony Club community and sustain lifelong engagement with equestrianism.

As a Sports Assistant, you have the opportunity to be involved in the build up and running of our events as well as to influence and develop pathways so that Members are able to benefit and participate in all of our nine sports.

Your role as Sports Assistant will be based at the office in Shrewley, Warwickshire, combined with some remote working from home. We are looking for someone with a particular interest in Tetrathlon who can maintain exceptional levels of service to all stakeholders. You will work closely with the Sports Team and experienced volunteers to deliver the best opportunities in Sport for our Members.

Alongside this, you will need to support the organisation with other ad-hoc tasks and provide general office support where necessary.

Your duties will include but will not be limited to:

Main Role

1. Support the growth and development of Pony Club Sport, focusing on, but not limited to, Tetrathlon.
2. Support in the planning and delivery of all Sporting events including the National Championships.
3. Support the administration of Pony Club Sports, working closely with the Sports team and experienced volunteers.
4. Promote compliance with The Pony Club health and safety policies.
5. Actively promote and encourage the ideals of the minimum operating standards for Safeguarding.

General

6. There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside the range of your normal skills and experience.

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
- Organised and efficient in completing tasks
- Ability to work with volunteers and with the current team

Hours of work:

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

Job Type: Full-time, Permanent

Benefits:

In return for working at The Pony Club you will receive 25 days off a year holiday plus bank holidays, office closure over Christmas, a company pension plan and optional healthcare insurance.

Salary £23,000 - £25,000 depending on experience.

Ability to commute/relocate:

- Warwick: reliably commute to the office a minimum of two days per week.

Please send your CV and covering letter by email to HR@pcuk.org

The closing date is Friday 7th February. Applications may close before the deadline, so please apply early to avoid disappointment.

At The Pony Club we are passionate about our commitment to diversity, inclusion and removing barriers. Should you like to discuss any reasonable adjustments or changes to our recruitment process to support you to be your best then please get in touch. You can get in touch with us either via email at HR@pcuk.org, or if you would prefer a video call then we can arrange this using Microsoft Teams.

The Pony Club holds Togetherness, Empathy, Respect and Learning as our core values. We positively encourage applications from suitably qualified, experienced, and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity. We actively embrace our differences and know that it is our differences that make us unique. You are very welcome at The Pony Club, without the need to hide any part of who you are.

**Person Specification
Sports Assistant**

	Attribute	Essential or Desirable	How Identified
Knowledge & Understanding	<ul style="list-style-type: none"> •Knowledge and understanding of Pony Club sporting events particularly Tetrathlon. •An understanding of Branch and Centre structure •An understanding of the challenges associated with running sports events •An understanding of safeguarding and child protection 	Desirable	Application Application Application Application
Experience and Education	<ul style="list-style-type: none"> •Experience in working independently and as part of a team •Evidence of developing positive relationships with people/volunteers •Experience in providing a range of customer support services •Experience of working in sport development 	Essential Desirable	Application Interview Interview Interview
Skills & Abilities	<ul style="list-style-type: none"> •Commitment and passion for Equestrian Sport •Ability to set and achieve targets to agreed deadlines •Strong planning, organisational and time-management skills •Ability to cope with conflicting demands •Excellent Administrative and IT skills •Excellent communication skills using traditional, modern and emerging media •Driving licence 	Essential	Interview Interview Interview Interview Application Application Application
Behaviours & Characteristics	<p>Progressive: Embracing and promoting new thinking, innovation, creativity and problem solving</p> <p>Respectful: Setting the highest standards for respectful behaviour, role modelling, and respecting others' opinions and values.</p> <p>Inclusive: Championing inclusivity and leading the way to ensuring that equestrianism is and remains an opportunity for all.</p> <p>Excellent: Striving for excellence in performance, stretching targets and exceeding expectations.</p> <p>Accountable: Honest, open and accountable.</p>	Desirable	Interview Interview Interview Interview Interview