

SRC Equestrian Ltd

- Job Title:** Event Co-ordinator
- Responsible to:** Centre Manager
- Primary location:** Solihull Riding Club.
- Salary:** 24-27k dependent on experience
- Working Hours:** Flexibility essential. 37.5 hours working 5 days in 7.
Frequent weekend and evening working
- Holiday:** 28 days including Bank Holidays

Primary purpose of the post

- To be responsible for 'end to end' preparation and delivery of events and activities.
- To manage all bookings for external personnel required to deliver SRC events (e.g. judges, officials, paramedics etc.)
- Significant contribution to the administration of the centre
- Support all show day activities.
- To act as deputy in the absence of the Centre Manager across all responsibilities

Key responsibilities (including but not limited to)

Event planning & delivery

- Ensure clear plans for each event are up to date and accessible to other team members
- Ensure plans & delivery meet the standards required by equestrian bodies (e.g. BD, BS, BE, BRC)
- Ensure schedules are prepared and available to competitors in good time.
- Ensure appropriate marketing and advertising of events.
- Operate on-line entry systems & manage the entries for shows & events.
- Ensure competitors times are available in good time and accommodate requests and multiple rides appropriately.
- Ensure the required stationary supplies and rosettes are available as needed

Coordination & booking of officials

- Identify the type & number of judges, officials and other external personnel for each event, confirming plans with the Centre Manager.
- Book the required support for each event.
- Ensure effective communication with officials, judges and other external personnel.
- Establish systems & processes to ensure the club has access to sufficient judges, officials and other required providers.
- Ensure there is support for officials as needed, ensuring they are well cared for when on site.
- Ensure expense forms are issued to & collected from officials promptly & processed for payment punctually.
- Engender a strong relationship between the club and its officials, judges & other personnel, ensuring people feel valued and appreciated.
- Ensure officials are kept regularly up to date with future events to aid early bookings.
- Manage and maintain a database detailing judges, officials and other providers.
- Monitor and evaluate the feedback from officials & judges, providing reports to the Centre Manager as requested.

Volunteer coordination

- Ensure that all events have the appropriate volunteers.
- Ensure appropriate placement of volunteers according to their skill set and preferences.
- Ensure effective communication with volunteers.
- Generate appropriate volunteering opportunities and role descriptions.
- Implement clear plans to recruit and retain volunteers.
- Ensure there is support and training for volunteers as needed.
- Engender a strong relationship between the club and its volunteers, ensuring people feel valued and appreciated.
- Ensure volunteers are kept regularly up to date with future events and volunteering opportunities.
- Develop and implement plans to celebrate volunteering.
- Manage and maintain the volunteer database.

Show days

- Assist in the preparation, set up and delivery of all events, helping to make sure they run smoothly.
- Manage the running of the collecting ring, judges' boxes or other key roles when required enabling events to run to time.
- Be the main point of contact for officials helping at events. Ensure they are well informed and equipped with everything they require to make the event a success.
- Assist the Centre Manager with any issues that may arise on the day, helping to ensure they are dealt with effectively and professionally.

Administrative duties

- Answer telephone, face to face and email enquiries ensuring members and visitors are always received in a friendly and professional manner.
- Be fully competent at using all office software, in particular 'My Riding Life' and Square Space.
- Assist with the ordering of office supplies and research new deals and suppliers when required.
- To carry out all necessary office procedures such as filing/photocopying etc.
- On rota to open/close building (lock up and alarm procedures) and manage any arising security issues.
- Support the administration associated with the on-site businesses as or when requested by the Centre Manager.
- Ensure the office is kept clean and tidy.
- Ensure the first aid kit is stocked and kept up to date.
- Undertake any other tasks/duties as may be reasonably required.

Key skills, competencies, experience & attitudes required.

Essential

- Effective communication & interpersonal skills. Demonstrable ability to deal with a diverse range of people and manage a range of relationships.
- Able to manage workloads, recognise priorities and meet deadlines.
- Outstanding attention to detail.
- Enthusiastic with excellent team working skills.

- 'Can do' attitude, flexible and prepared to get stuck in when needed.
- Physically fit and able to work with the team at events.
- Able to use the IT systems available.
- Demonstrates a proficient level of English, both verbal and written
- Confident to learn new skills and work independently.

Desirable

- Broad understanding of equestrian events across a range of disciplines.
- Background in events, preferably equestrian
- Experience and / or knowledge of equestrian competition
- Clear understanding of the roles of judges, officials and other personnel
- Working knowledge of 'My Riding Life' and 'Square Space'
- Innovative & imaginative