SRC Equestrian Ltd

**Job Title:** Event Assistant and Administrator

(Temporary role for 6 months initially)

**Responsible to:** Centre Manager

**Primary location**: Main place of work to be at the Solihull Riding Club.

**Salary:** Dependent on age and experience

£19,597 to £23,907

**Working Hours:**  Flexibility essential. 37.5 hours working 5 days in 7. Frequent weekend and evening working.

**Holiday:** 28 days including Bank Holidays pro rata

**Primary purpose of the post**

* Significant contribution to the administration of the centre and show day activities.

**Key responsibilities** (including but not limited to)

* Respond to all enquiries (face to face, telephone and email) ensuring customers are always met in a friendly and professional manner.
* Assist in ensuring the website and social media pages are kept up to date with upcoming events and latest results.
* Ensure all communications to members and key stakeholders are distributed in a timely manner.
* Assist in the preparation of schedules and ensure they are available to competitors.
* Assist with the organisation of events.
* Assist with external bookings, ensuring everything is in place to make those events a success.
* Assist the Event Co-ordinators with stable bookings and arena hire.
* Assist with the ordering of office supplies and research new deals and suppliers when required.
* Be fully competent at using all office software.
* Record daily financial transactions and support the administration of prize money in line with office policy and as requested.
* Support the production of monthly management reports (eg finance and membership) as requested.
* Operate on-line entry systems.
* Maintain stationary supplies and rosettes required for shows.
* Carry out all necessary office procedures such as filing/photocopying etc.
* Contribute to monthly site audits of stables and other facilities as requested.
* On rota open/close building (lock up and alarm procedures)
* Develop and maintain good working relationships with our on-site businesses and respond to queries or concerns.
* Ensure the office is always 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.

Show days

* Assist in the set up and delivery of all duties to ensure all events run smoothly.
* Manage the running of the Collecting ring and or Judges boxes when required enabling events to run to time.
* Assist the Events Co-ordinators with any issues that may arise on the day, helping to ensure they are dealt with effectively and in a professional manner.

**Key skills, competencies, experience & attitudes required.**

* Strong communication & interpersonal skills, with the ability to deal with a diverse range of people.
* Significant organisational and record keeping skills with meticulous attention to detail.
* Able to manage workloads, recognise priorities and meet deadlines.
* 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.
* Highly competent in the use of the IT systems available.
* Demonstrates a good level of English, both verbal and written
* An understanding of equestrian events across a range of disciplines.