

Endurance GB is seeking a new Office Administrator

Job Title: Office Administrator

Responsibilities: -Respond to member and non- member requests in a timely manner.

-Support the Board, all of whom are volunteers, in discharging their responsibilities including Health & Safety, and Safeguarding.

-Work with British Equestrian on processing international entries and associated responsibilities.

-Complete varied administrative tasks including fulfilling shop purchases

-Organise the Organisation's Annual General Meeting & Awards Dinner

Place of Work: Abbey Park, Stareton, Kenilworth, CV8 2RP but with some discretion to work from home occasionally.

Hours of Work: 9a.m. - 5p.m. Monday - Friday. A job share may be considered

Salary: £22,000 per annum

Pension: Statutory terms- Employers contribution 3%; Employees contribution 5%

Holidays: 25 days, of which up to 3 days must be taken between Christmas and New Year, together with the usual public holidays in England and Wales.

Skills Required: Organisational Skills

Communication with a strong focus on customer service

IT literate

Capable of working on own, and prioritising when under pressure

Knowledge of equestrian sport preferred, including international

Clean driving licence

Applications with CV to: Phil Nunnerley, Chair, Endurance GB

philnunnerley@endurancegb.co.uk

Closing Date: Friday 2nd February, 2024