



## **Events & Comms Coordinator**

**Closing date: 2<sup>nd</sup> February 2026**

**Salary:** £23,000 per annum

We also offer 26 days' annual leave (+ public holidays) on starting, matched pension contributions up to 5 percent, enhanced pay when taking leave as your family grows, income protection insurance, a health-cash plan and a wide range of wellbeing and mental health support services.

**Location:** This role may be office/hybrid or home based. Our head office is near Stoneleigh, Warwickshire so there'll be occasional times you'll need to travel to our office, as well as other locations across England and Wales.

**Hours:** Our usual full-time hours are 35 a week — with an early finish on a Friday! We offer other flexible work options, such as compressed hours, which we're happy to discuss.

### **What you'll be doing:**

- ✓ Communicating and promoting events using a variety of platforms
- ✓ Creating and sharing engaging content
- ✓ Managing your communications across social media, newsletters and our website
- ✓ Editing and designing promotional materials using templates
- ✓ Helping to ensure our campaigns and initiatives are delivered effectively
- ✓ Collaborating with other teams and volunteers

### **What you won't be doing:**

- ✗ Sticking to one platform—you'll work across social media, email, and web.
- ✗ Doing repetitive tasks—every day will bring variety and creativity.
- ✗ Working alone – this is a collaborative role with plenty of interaction

### **This is a great role for you if:**

- ★ You're creative and confident in copywriting, design, and social media.
- ★ You enjoy working with volunteers and building relationships.
- ★ You're organised and can manage multiple projects and deadlines.
- ★ You have good equine knowledge and understand the equestrian community.

★ ...you want to work in an organisation that supports you to bring your full, authentic self to work and is working really hard to be a beacon of inclusion in the equestrian sector.



We're excited that you're thinking about applying to British Horse Society. To help you make the strongest impression, here are a few friendly tips:

- AI tools can be handy, but they don't always hit the mark when it comes to the specific stuff we're looking for
- We really want to hear *your* voice — your experiences, your skills and what makes you, well, you!
- If you lean too much on AI-generated content, your application might end up sounding a bit generic — and that could hurt your chances.

So, keep it real, keep it personal and show us what you're all about.

**How to apply:** Please follow the link below to apply for this role.

<https://cezanneondemand.interviewweb.it/bhs/jobs/events-communications-coordinator-60356/en/>

For further details on this and other opportunities, please visit [bhs.org.uk](https://bhs.org.uk).

British Horse Society is committed to achieving equity for all current and prospective employees and doesn't condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership.

We aspire to have a diverse workforce because, in our view, diversity enables better organisational outcomes. We also believe that a more inclusive workplace, where people of different backgrounds work together, brings better outcomes for all employees.

We strongly encourage suitably experienced people from a wide range of backgrounds to apply.

Only suitable candidates will be contacted directly about this position. We won't store or process the data of candidates for longer than is necessary for the recruitment process.