



**The Pony Club** is the world's largest equestrian youth charity and is dedicated to widening the access to horses and ponies.

We have recently committed a team to fulfil the Pony Clubs charitable aims of reaching out and educating the wider community, ensuring that everyone has a chance to benefit from the wonders of being around and learning about horses and ponies.

The Charity Team is looking to expand the impact they are making in outreach and within the Linked Riding Centre Scheme with two new roles: Outreach Officer, Riding Centres Assistant

### **Outreach Officer (Initial 1 year contract)**

**Location: Hybrid    Salary: £23kpa**

Reporting to the Lead Community and Outreach Officer the Outreach Officer will:

Support the delivery of outreach projects including the organising of opportunities to engage with communities and the administration of education packs

Work with the Lead Community and Outreach Officer to develop the outreach plan

Support the growth and development of The Pony Club's outreach provision, working towards agreed regional targets for outreach activities

Support the building of a network of engaged community groups, schools and partners through keeping a database up to date and aiding with research

Support the work within the EDI Action Plan by logging and contributing to actions and investing time learning about ED &I.

Support the Lead Community and Outreach Officer with project administration including responding to emails and producing meeting agendas and minutes

### Person Specification: Outreach Officer

	Attribute	Essential or Desirable
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>•Commitment to sports equity and knowledge of the barriers to participation.</li> <li>•An understanding of inclusion, diversity and anti- discrimination, safeguarding and best practice</li> <li>•An understanding of the challenges associated with running activities</li> <li>•Previous experience in supporting community group engagement</li> </ul>	<p>Essential</p> <p>Desirable</p>
<b>Experience and Education</b>	<ul style="list-style-type: none"> <li>•Experience in working independently and as part of a team</li> <li>•Evidence of developing positive relationships with people and organisations</li> <li>•Able to demonstrate success in providing a range of customer support services</li> <li>•Experience of outreach work</li> <li>•Community Engagement / other relevant qualification</li> </ul>	<p>Essential</p> <p>Desirable</p>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>•Commitment and passion for Community engagement and / or Equestrian Sport</li> <li>•Excellent Administrative and IT skills</li> <li>•Ability to set and achieve targets to agreed deadlines</li> <li>•Strong planning, organisational and time-management skills</li> <li>•Ability to cope with conflicting demands</li> <li>•Excellent communication skills using traditional, modern and emerging media</li> <li>•Driving licence</li> <li>•Ability to work strategically with partner organisations</li> <li>•Report writing</li> <li>•Project management skills and Experience</li> </ul>	<p>Essential</p> <p>Desirable</p>
<b>Behaviours &amp; Characteristics</b>	<p><b>Progressive:</b> Embracing and promoting new thinking, Innovation, Creativity and Problem Solving</p> <p><b>Respectful:</b> Setting the highest standards for Respectful Behaviour, Role modelling, and Respecting others.</p> <p><b>Inclusive:</b> Championing Inclusivity and leading the way to ensuring that Equestrianism remains an opportunity for all.</p> <p><b>Excellent:</b> Striving for excellence in performance, stretching targets and exceeding expectations.</p> <p><b>Accountable:</b> Honest, open and accountable.</p>	Essential

### Riding Centres Assistant

**Location: Hybrid    Salary: £21k pa**

Reporting to the Centre Operations Officer the Riding Centres assistant will:

Process linked riding Centre reviews

Process linked riding centre bulk and overseas memberships

Managing stock and supply of Centre marketing materials

Update membership database as per centre co-ordinators requests

Manage the New and Closure linked centres administration process

Use the Data system to produce centre compliance reports and centre mapping

Assist with Linked Riding Centre events and projects

Support the Centre Operations Officer with project administration including responding to emails and producing meeting agendas and minutes

**Person Specification: Riding Centres Assistant**

	Attribute	Essential or Desirable
Knowledge & Understanding	<ul style="list-style-type: none"><li>•Knowledge and understanding of Equestrian sport and The pony Club branch and centers structure.</li><li>•Commitment to sports equity and knowledge of the barriers to participation.</li><li>•An understanding of inclusion, diversity and anti- discrimination, safeguarding and best practice</li></ul>	Essential
	<ul style="list-style-type: none"><li>•An understanding of the challenges associated with running a riding centre</li><li>•Previous experience in supporting clubs / community groups</li></ul>	Desirable
Experience and Education	<ul style="list-style-type: none"><li>•Experience in working independently and as part of a team</li><li>•Evidence of developing positive relationships with people and organisations</li><li>•Able to demonstrate success in providing a range of customer support services</li></ul>	Essential
	<ul style="list-style-type: none"><li>•Experience of working in Equestrian</li><li>•Sports development / other relevant qualification</li></ul>	Desirable
Skills & Abilities	<ul style="list-style-type: none"><li>•Commitment and passion for Community engagement and / or Equestrian Sport</li><li>•Excellent Administrative and IT skills</li><li>•Ability to set and achieve targets to agreed deadlines</li><li>•Strong planning, organisational and time-management skills</li><li>•Ability to cope with conflicting demands</li><li>•Excellent communication skills using traditional, modern and emerging media</li><li>•Driving licence</li></ul>	Essential
	<ul style="list-style-type: none"><li>•Ability to work strategically with partner organisations</li><li>•Report writing</li></ul>	Desirable
Behaviours & Characteristics	<p><b>Progressive:</b> Embracing and promoting new thinking, Innovation, Creativity and Problem Solving</p> <p><b>Respectful:</b> Setting the highest standards for Respectful Behaviour, Role modelling, and Respecting others.</p> <p><b>Inclusive:</b> Championing Inclusivity and leading the way to ensuring that</p>	Essential

	<p>Equestrianism remains an opportunity for all.</p> <p><b>Excellent:</b> Striving for excellence in performance, stretching targets and exceeding expectations.</p> <p><b>Accountable:</b> Honest, open and accountable.</p>	
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### Company Benefits

- 25 days holiday + bank holidays
- Workplace pension scheme
- Full Training provided
- Health Scheme
- Hybrid working

**Closing date** for all applications is at Midnight on **8<sup>th</sup> April 2024**

**Interviews** for both roles will be held during the **week of 22<sup>nd</sup> April 2024**

For an informal conversation about the roles please contact:

[Bronte.Wadge-Dale@pcuk.org](mailto:Bronte.Wadge-Dale@pcuk.org) for **Outreach Officer** vacancy

[Dee.Bagnall@pcuk.org](mailto:Dee.Bagnall@pcuk.org) for **Riding Centres Assistant** vacancy

To apply please send an email covering any relevant information that highlights your suitability for the role to [hr@pcuk.org](mailto:hr@pcuk.org)