



Welsh Pony and Cob Society

Job Description

Job Title:	Admin Assistant
Salary:	£20,048 (full time equivalent)
Responsible To:	Office Manager
<p>The Welsh Pony and Cob Society has an international membership of some 5,000 and registers around 5,000 Ponies and Cobs annually. There are also a number of Overseas Societies and Area Associations who liaise with the Society.</p>	
Job Description	
<p>Working efficiently to provide administration support for all judging and showing aspect of the society. You will work within the main office to provide a highly efficient service to the Society and its members. Alongside general administrative duties including supporting with registrations during busy periods and the opening and checking of all post arriving at the Society, including returning documentation that are incorrect. There will be an expectation that all employees are multi skilled across the business and therefore must be prepared to work flexibly in both the work they undertake and when this is done. Promotions, events and marketing will require support seasonally and therefore on occasions the person would need to support on the exhibition unit at events chosen by the Society which may involve working outside of office hours and on occasions working away from home.</p>	
Main Duties and Responsibilities	
<ul style="list-style-type: none">• Opening all Society post on a daily basis checking all documentation and returning this if not accurate.• Scanning all passport forms into the shared drive ready for registration/ processing• Supporting with the running of all activities involving the Hill Societies including taking minutes at the Hill Society yearly meeting.• Supporting with all aspects of administration surrounding judging and showing including the inputting of shows and results.• Liaising with areas associations as the point of contact• Maintaining accurate file copies in line with GDPR regulations <p>In order to achieve the “One Team” culture of the society, it is essential that all employees are multi skilled across the whole department. Therefore, you may be asked from time to time to undertake other tasks that are considered relevant to the society delivering the highest standard of service to its members.</p>	
Other Duties and Responsibilities	
<ul style="list-style-type: none">• Assisting with society registrations during busy office periods• Maintaining daily accuracy of the database• Flexibility to meet the needs of the society, including but not limited to assisting with the exhibition unit (this may include weekend work and overnight stays)• Any other requested deemed reasonable by the organisation•	

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Current driving license• 5 A*- C Grades at GCSE or equivalent including one in maths and English/Welsh	<ul style="list-style-type: none">• Equivalent experience in an administrator role or Equine related role
Experience	<ul style="list-style-type: none">• Experience working in an office environment• Knowledge of common office computer packages• Excellent understanding of Social Media and how to manage this effectively.	<ul style="list-style-type: none">• Experience in a role involving direct contact with the public• Knowledge of equine terminology
Skills	<ul style="list-style-type: none">• Good written and verbal communication skills• Able to work under pressure• Strong organisational skills• Able to work under your own initiative• Multi skilled across the business	<ul style="list-style-type: none">• The ability to converse in Welsh• Level 2 in customer service/ administration or equivalent
Attitude	<ul style="list-style-type: none">• Trustworthy• Punctual• Friendly• Helpful• Team worker• Willingness to travel to meetings or to exhibitions	

Signed:**Date:**