

Job Description - NPS Administrator

SECTION 1

Job title:	National Pony Society Administrator
Reports to:	Senior Administrator
Location:	Working from the NPS offices at Stoneleigh, Warwickshire
Date:	October 2016
Duration:	Full time – although job share will be considered
Salary range:	£15,000-£18,000 pa full time or pro rata if part time
Holidays:	28 days per annum or pro rata if part time – this includes the usual public holidays for England and Wales

SECTION 2

Job purpose:

To oversee and actively take part in the activities of the National Pony Society, working to ensure that it meets its charitable objectives and that these are driven forward

The post will help to promote the NPS, driving its aims and objectives for its membership

The post holder will work closely with the NPS Board of Trustees, and office staff.

Key areas of responsibility

- First point of contact for the NPS membership
- Co-ordinate all information sent to/received from judges
- Collate the information for the production of the Showing & Competitions and Official List of Judges books
- Draft the two show schedules
- Co-ordinate all invitations sent to Judges and Officials for Championship shows
- Input entries for the Championship shows, including managing entries and stabling
- Co-ordinate competitor information and cataloguing
- Work with the Trustees to plan all activities, including the shows and training and educational seminars in accordance with the aims and objectives of the Society
- Work closely with Trustees on the marketing and promotion of the NPS, leading to increased membership and position within the equine field

Main tasks

- Oversee the day to day arrangement the NPS Shows
- Deal with day to day queries relating to the NPS (including affiliations) - diverting those not handled to a nominated expert
- Take minutes of committee meetings as/when required