**EQUESTRIAN Temporary Vacancy**

**TITLE:**  Equestrian Assistant

**REPORTING TO:** Nicola Cole, Entries Secretary

**DESCRIPTION OF JOB:** Administrative support for Entries Secretary

**LOCATION:** Windsor Head Office and Royal Windsor Horse Show site

**HOURS OF WORK:** 9.30am - 4.30pm (with flexibility to work later if required), Monday to Friday with weekends working as necessary. The position is offered on a fixed term contract from February to May inclusive, to cover the 2020 Show – 13th May 2020 – 17th May 2020

**SALARY: £8,000 – Project Fee - February 1st – May 31st 2020.**

Royal Windsor Horse [Show](https://www.rwhs.co.uk/) is a show for all the family, with competition ranging from grass-roots to 4\*, over 250 shops, including a delicious food village, and displays from around the world. We are now looking for a well-presented, proactive and reliable individual to join the equestrian team in February to assist with the management of; pre show national competition entries and liaison with riders, onsite results collation and post show reconciliation of prize money.

Requirements:

* A basic understanding of horses and equestrian sport
* Highly organised to manage multiple priorities in a timely fashion
* Ability to work calmly under pressure, on own initiative and unsupervised
* Computer literate, particularly on CRM systems and Microsoft Excel due to data handling needs
* Excellent attention to detail and correct grammar/spelling
* Strong customer service skills on the phone, by email, and in person
* Cheque processing and accounts reconciliation
* Other administrative duties as required

**Tasks to include assistance with:**

**Pre-Show**

* Pack and send out schedules
* Process postal and online entries including payments
* Check entries contain correct information and chase any missing/incorrect details
* In addition to the above, the successful applicant would be required to input all entry information into the Entries System
* Prepare stabling list, monitor numbers and bedding requirements
* Keep summary of number of entries in each class for timetable
* Record monies owing and refunds at Horse Show
* Send lists of entries to Societies for checking
* Amend entries when returned – inform competitors who are not correctly registered
* Ensure all necessary judging sheets are received from societies and issue to the Stewards at the Horse Show
* Proof read all jumping / showing classes for catalogue
* Competitors’ numbers / car passes / timetables to be checked before issuing
* Monitor the sending out of e-tickets
* Print and send e-tickets to postal entrants with all additional information
* Re-issue e-tickets as and when necessary
* Send out Officials Packs

**Royal Windsor Horse Show**

* Final confirmation with societies to check all entries are registered
* Issue Judges books each morning
* Input results to the Entries System and publish to the website
* Issue additional rosettes where needed
* Keep 3 catalogues up to date with results
* Liaise with Declarations Office
* Liaise with Stable Manager
* Pay out refunds and take money for additional classes
* Liaise with engravers about trophies

**Post-Show**

* Send marked catalogues with results to all societies
* Send jumping results (score sheets) to BSJA
* Calculate Jumping and Showing Prize Money
* Write prize money cheques, send out with accounts to each competitor

**General**

* Any other task reasonably requested as from time to time may be necessary

Please send all CV’s to m.marston@hpower.co.uk. Closing Date for applications: Friday 24th January 2020.