

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 earlier/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 2022 Show – 12 th May 2022 – 15 th May 2022
CONTRACT DATES:	February 14th 2022 – May 27th 2022.

Royal Windsor Horse [Show](#) is a show for all the family, with competition ranging from grass-roots to 5*, 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
- Strong customer service skills on the phone, by email, and in person (essential)
- Excellent attention to detail and correct grammar/spelling
- 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
- Accounts reconciliation
- Other administrative duties as required

Tasks to include assistance with:

Pre-Show

- Send out schedules
- Competitor support via email and over the phone
- Use the Online Entry system My Show Secretary
- Check entries contain correct information and chase any missing/incorrect details
- Keep summary of number of entries in each class for timetable
- Record monies owing and refunds at Horse Show
- Take card payments over the phone
- 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
- E-ticket support

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
- Pay out refunds and take money for additional classes
- Liaise with engravers about trophies

Post-Show

- Send marked catalogues with results to all societies
- Calculate Jumping and Showing Prize Money
- Contact Competitor's regarding their Prize Money

General

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

Please send all CV's to info@hpower.co.uk. Closing Date for applications: Friday 5^h November 2021.