

Patron: Nicola Wilson, Team GB Olympic Medallist

OFFICE ASSISTANT JOB DESCRIPTION

Reporting directly to the Board of Trustees, you will work with the Office Administrator on the following tasks:

- General admin duties including correspondence, post, telephone, face-to-face enquiries and taking lesson payments
- General accounts using Sage
- Maintain the Centre's booking diary for lessons, hire, events and activities etc
- Maintain and renew contracts with utilities and suppliers
- Make Gift Aid claims from donations
- Promote and manage the Adopt a Pony Scheme and 100 Club
- Order supplies and equipment
- Organise existing fundraising events and activities
- Prepare conference room and kitchen for events
- Collaborate with all staff to provide appropriate administrative support as required in the delivery of their duties
- Adhere to and implement the Centre's Values and Code of Conduct of an open team culture
- Any other duties as identified by the Senior Staff team or Board of Trustees