



Job Description

Part-time Administration Assistant – Equine Learning CIC

JOB TITLE: Administration / Operations Supervisor

REPORTING TO: Nicola Hepburn - Director

JOB PURPOSE: To assist with the day to day operations of the equestrian centre, responsibility for taking bookings, answering calls and emails, organising the paperwork in the office, and general administration duties. This role also involves managing the diary of the Director. In addition, the role can include assisting with our education programme.

HOURS: 10am to 12pm Tuesday to Saturday (these hours may be negotiable for the right candidate)

KEY RESPONSIBILITIES:

- To carry out daily general administration duties including answering phone calls and emails
- To maintain a clean tidy, organised safe and secure office environment, in line with GDPR requirements
- To organise the diary of the Director booking meetings and sessions where required
- To take bookings and payments using our booking system
- To work on own initiative and as part of a team with a flexible and creative approach
- To manage the business paperwork in line with our licensing requirements
- To assist with maintaining and updating our policies and procedures
- To assist with invoicing and financial administration
- To assist with education programme administration
- To assist with recruitment processes and employee administration
- To be available to take part in fund-raising activities and attend monthly staff meetings as required
- To assist with the running of payroll and associated paperwork
- To ensure a commitment to safeguarding policies and procedures
- Agree and adhere to all the organisation's adopted policies, principles and aims
- To supervise and work alongside project volunteers where appropriate

This list of responsibilities is not exhaustive and the employee may be required to perform duties outside of this as operationally required and at the discretion of their Line Manager.



Person Specification

ESSENTIAL ATTRIBUTES:

- Experience of administration work in a professional capacity
- Genuine desire to learn about working in an equestrian centre and relevant skills
- Energy and enthusiasm
- Patience
- Perceptive and responsive nature
- Ability to work on own initiative and as part of a team
- Excellent communication skills
- Excellent organisation skills with the ability to manage their own work load
- Excellent customer service skills
- Working knowledge of Microsoft office including, Word, Excel etc.
- **This position requires an enhanced DBS check**

DESIRABLE ATTRIBUTES:

- Experience and understanding of therapeutic horsemanship
- Experience and understanding of horses
- Experience of working in an education environment

FURTHER INFORMATION:

- The successful applicant will be required to work during Easter, Christmas and Summer holidays
- Monthly staff meetings may take place out of normal operating hours
- We are committed to equality of opportunity and encourage applications from minority ethnic and disabled groups.