

## Job Description

JOB TITLE: Administration Coordinator (part-time)

REPORTING TO: Nicola Hepburn – Director

SALARY: £27,000 (pro-rata)

JOB PURPOSE: To coordinate the administration of the equestrian centre, responsibility for taking bookings, answering calls and emails, managing education, therapeutic session, holiday scheme and any other project administration, managing referrals, organising the paperwork and housekeeping in the office, ordering supplies, booking in farrier, dentist and other equine appointments and any other general administration duties. This role also involves managing the daily diary of the Director, including booking meetings and coordinating events and sessions.

HOURS: 9am to 2pm Tuesday to Friday (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
- Management of all therapeutic and education project administration
- Managing referral administration
- To take bookings and payments using our booking system
- Ordering supplies for the business including office, feed and bedding supplies
- Managing equine appointments for farrier, dentist and any other professionals
- Managing holiday scheme administration and bookings
- 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 including rotas
- 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 knowledge and skills
- Energy, enthusiasm and patience
- Ability to coordinate and organise multiple projects and communicate effectively across the team
- 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 workload
- 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 school holidays as this is a year-round position
- 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.