

## Area Centre Coordinator

### What is The Pony Club?

The Pony Club is the starting point for young people who want to develop their equestrian skills and experience, with or without their own horse or pony.

Founded in the UK in 1929, The Pony Club is an international voluntary youth organisation, represented in over 30 countries, with over 100,000 members worldwide. It is the largest association of young riders in the world. In 1997 The Pony Club was granted independent charitable status due to the continued work focused on education, citizenship, animal welfare and amateur sport.

Membership is open to anyone up to the age of 25; from complete beginners who want to understand how to ride and care for horses and ponies, to those who want to progress as competitive riders or build a foundation for a career in the equine industry.

### What is Centre Membership?

There are over 320 Pony Club Linked Riding Centres across the UK offering membership to young people who do not have a pony of their own. Pony Club Linked Riding Centres are typically riding schools or equestrian centres which apply to become linked to The Pony Club and, through this link, can offer Pony Club activities and training to their clients. Young riders can join The Pony Club through their local Pony Club Linked Riding Centre and access experienced horses, ponies and coaches to support their horsemanship journey.

### Role Description

The Pony Club has a team of Centre Coordinators who visit all Linked Riding Centres in the different Areas to support and advise on aspects of Pony Club activities and requirements.

Key responsibilities include:

- Assisting The Pony Club Central Office to manage the support of Linked Riding Centres within your Area.
- Conducting Centre Reviews with existing Linked Riding Centres and visiting riding centres wishing to become linked to The Pony Club.
- Ensuring that Linked Riding Centres uphold the ethos of The Pony Club, promote good practice for riding schools, equestrian training, and the Centre Membership Scheme.

This role is for an Area 3 Centre Coordinator who will support Linked Riding Centres across Yorkshire.

### Reporting to:

- Centre Team and The Pony Club Central Office

### Key Relationships:

- The Pony Club Central Office Team
- Proprietors from Pony Club Linked Riding Centres, existing and new
- The Centre Membership Committee
- Area Representative and the Area Training Coordinator
- Pony Club coaches and officials within the Area
- Fellow Centre Coordinators

**Specific Responsibilities:**

- Conduct annual Centre Review meetings with existing Linked Riding Centres, either in person or virtually, to ensure requirements are in place and to inspire the Linked Riding Centre with running their Pony Club
- Hold initial meetings with riding centres who have applied to join the scheme to assess suitability and provide introductory training on how to run a Pony Club
- Support the Central Office with growing and developing Centre Membership in your designated Area
- Complete electronic reporting of Centre Review meetings to the Central Office and through using the central Customer Relationship Management (CRM) system (PELHAM)
- Email and telephone support to Linked Riding Centres in your Area outside of review schedule
- Attendance at Area Meetings in your role as Centre Coordinator
- Attendance at meetings, training, and workshops to support you in your role as Centre Coordinator
- Ongoing liaison with the Area Representative and/or Training Coordinator to support and promote events and coach CPD courses within your Area

**Experience**

- Knowledge and experience of The Pony Club (Branch and/or Centre) - Essential
- Up to date knowledge of the riding school industry - Essential
- An interest in the equestrian world and a positive attitude to all aspects of equestrian training and education – Essential
- Experience of running a business including marketing knowledge - Desirable
- Level of competence using social media such as Facebook - Desirable

**Skills**

- Excellent verbal, reporting and inter-personal skills - Essential
- Excellent levels of computer literacy, including ability to use Microsoft 365 and a CRM system – Essential
- Ability to conduct virtual meetings either through Microsoft Teams, Zoom or Skype – Essential
- Effective organisational skills and time management - Essential

**Requirements to fulfil the role**

- Laptop or desktop computer suitable for completing reports, emailing, and conducting meetings
- Internet access
- Driving licence with access to an insured and road worthy vehicle
- Mobile phone

**Personal Characteristics**

- Team player
- Able to work under pressure and to deadlines.
- Comfortable working independently from home and out in the field

**The role of a Centre Coordinator is self-employed, and remuneration is calculated per review meeting with each Linked Riding Centre. The current fee for face-to-face reviews is £90 (which includes travel expenses) and the fee for virtual reviews is £60.**