

## Area Centre Coordinator



### Job Description

#### Overall Purpose of the Job

To assist the Centre Membership Team to manage Centres within your Area. This will include visits to existing Centres and assessment of new Centres wishing to become linked to The Pony Club. Ensure that Centres uphold the ethos of The Pony Club, promote good practice for riding schools, equestrian training and the Centre Membership Scheme.

#### Reporting to:

Centre Membership Office Team

#### Key Relationships:

- Centre Membership Office Team; for all day to day reporting
- Riding School Proprietors, Pony Club Coaches and Officials within the Area
- Area Representative and the Area Training Coordinator
- Fellow Coordinator Team

#### Specific Responsibilities:

- Initial visits to new Centres
- Annual visits to existing Centres
- Growing and developing the Membership in your designated Area
- Electronic reporting to the Centre Membership Office Team
- Managing and updating the Centre and Coach compliance documentation
- Email and telephone support to Centres in your Area outside of visit 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 organise and promote CPD events, Coach Training and Assessor Courses.

#### Experience

- Knowledge and experience of The Pony Club (Branch and/or Centre)
- Accredited Pony Club Coach
- Knowledge of the riding school industry
- An interest in the equestrian world and a positive attitude to all aspects of equestrian training and education

#### Skills

- Excellent verbal, reporting and inter-personal skills

- Good level of computer literacy, including ability to use Microsoft Office and web based programmes
- Effective organisational skills and time management
- Driving license

### **Personal Characteristics**

- Team player
- Able to work under pressure and to deadlines
- Comfortable to work independently from home

### **Minimum Requirements**

- Visit each Centre within your Area at least once per calendar year
- Send visit forms electronically to the Central Office Centres team within one week of a visit
- Follow up with the Centres to chase any outstanding information from their visits, and pass this information on to the Office.
- Send invoices in promptly, preferably monthly, to the Office
- Be available for Centres, and the Office, to contact you by email and/or phone
- Inform the Office of any periods of time when you will unavailable or unable to complete your role
- Dress smartly and appropriately for your Centre visits
- Keep the Centre Team up to date with all current information within your Area
- Keep the Centres up to date with relevant information within their Area
- Take an active interest in developing their Area and links with other local Branches and Centres.

The role of a Centre Coordinator is self-employed and remuneration is calculated per Centre Expenses and mileage are paid to attend meetings and training.