

Job Title: Training Assistant

Responsible to: Lead Training Officer

Location of work: Shrewley, Warwickshire (Office based, combined with home working)

Job Type: Temporary Position

Hours of Work: 35 hours per week 6-month contract full time or 12-month part-time

Closing Date for Applicants: 27th February 2026 (May close earlier if suitable candidate found)

We are looking for a proactive, detail-oriented Training Assistant to support the development and upkeep of The Pony Club's digital and printed training resources. This role plays a key part in enhancing the quality, accessibility and relevance of our training materials. A good understanding of The Pony Club's training pathways would be an advantage.

The Pony Club is 'the' starting point for any young person, under the age of 25, who wants to learn how to ride and care for horses and ponies. Membership offers a range of benefits, including offering the opportunity to participate in our nine sports, competing individually and in teams, training in how to both care for and ride a pony correctly, reinforced by Members taking tests, earning achievement badges, and most importantly making friends and having fun - you don't need to have your own pony to join! Founded in 1929, The Pony Club now runs across 330 Branches and over 400 Centres in the UK alone, encompassing more than 30,000 Members.

Key Responsibilities

- Support the development, maintenance, and updating of The Pony Club's training content across digital and printed platforms.
- Assist with updating website content, training materials, guides, and resources to ensure they are accurate, current, accessible, and easy to navigate.
- Work closely with internal teams and key stakeholders to ensure online content remains relevant and user-friendly.
- Support Marketing Team in writing and delivering online engagement campaigns to promote The Pony Club's educational programs.
- Monitor and manage the Training Inbox, responding to queries or directing them appropriately.
- Assist in overseeing the updating and production of printed training resources, liaising with third-party suppliers where required.
- Review and update written training content to ensure alignment with current test syllabi and associated resources.

Skills and Experience desired:

- Strong attention to detail and accuracy.
- Ability to remain focused and organised to meet deadlines.
- Excellent verbal, written, and inter-personal communication skills.
- Ability to work independently as well as collaboratively with internal teams and external agencies.
- Positive, proactive attitude with a willingness to learn.
- Ideally, good knowledge or experience of The Pony Club and its activities.

Salary Band: **£24,500**

Benefits: In return for working at The Pony Club you will receive 25 days off a year holiday (pro rata) plus bank holidays, office closure over Christmas. The role offers opportunities for development and growth and the successful candidate will be able to join the generous pension scheme and health care plan.

At The Pony Club we are passionate about our commitment to diversity, inclusion and removing barriers. Should you like to discuss any reasonable adjustments or changes to our recruitment process to support you to be your best then please get in touch. You can get in touch with us either via email at HR@pcuk.org, or if you would prefer a video call then we can arrange this using Microsoft Teams.

The Pony Club holds Togetherness, Empathy, Respect and Learning as our core values. We positively encourage applications from suitably qualified, experienced, and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity. We actively embrace our differences and know that it is our differences that make us unique. You are very welcome at The Pony Club, without the need to hide any part of who you are.

Person Specification Training Assistant

	Attribute	Essential or Desirable	How Identified
Knowledge & Understanding	• Demonstrate strong equine knowledge and practical experience.	Essential	Application
	• Understanding of The Pony Club and its organisation, particularly the Training Pathway.	Essential	Application
	• Commitment to developing young people and tackling participation barriers.	Essential	Application
Experience and Education	• Experience working independently and as part of a team	Essential	Application/ Interview
	• Equine/ other relevant qualification		Interview
	• Experience of working in a coach education setting.		Application/ Interview
	• Educated to degree level or other relevant qualification or experience	Desirable	Application
	• Experience of working within the charity sector.	Desirable	Application
Skills & Abilities	• Commitment and passion to further youth equestrian education	Essential	Interview
	• Ability to prioritise, organise workload and work to deadlines		Interview
	• Excellent Administrative and IT skills		Application
	• Proactive attitude to work and ability to initiate creative content and ideas		Interview
	• Strong planning, organisational and time-management skills		
Behaviours & Characteristics	• Progressive: Embracing and promoting new thinking, Innovation, Creativity and Problem Solving	Essential	Interview
	• Respectful: Setting the highest standards for Respectful Behaviour, Role modelling, and Respecting others' Opinions and Values		Interview
	• Inclusive: Championing Inclusivity and leading the way to ensuring that Equestrianism is and remains an opportunity for all		Interview
	• Excellent: Striving for excellence in performance, stretching targets and exceeding expectations		Interview
	• Accountable: Honest, open and accountable		Interview