

Centres Assistant

About The Pony Club

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 350 Centres in the UK alone, encompassing more than 30,000 Members.

The Pony Club's purpose is:

- To promote and advance the education and understanding of the public and particularly children and young people, in all matters relating to horsemanship and the horse.
- To encourage the development of sportsmanship, unlocking potential by building resilience, confidence, teamwork and leadership skills.
- To support and develop the volunteering network to strengthen The Pony Club community and sustain lifelong engagement with equestrianism.

The Role

We are seeking a proactive, detail-orientated Centres Assistant to work within the Charity Team to help facilitate our Linked Centres Scheme, ensuring that young people can learn about horses in safe spaces and to help us to widen access to participation.

Key Responsibilities

Your duties will include but will not be limited to:

- Providing day-to-day administrative support to our Linked Centre network
- Processing applications, renewals and closures
- Dealing with enquiries from a range of stakeholders, including management of a designated inbox and fielding phone calls
- Providing project administration including producing reports, meeting agendas and meeting minutes
- Organising and attending events for Linked Riding Centres and Pony Club Members
- Supporting the wider Charity Team with the development and growth of the Linked Centres scheme

Skills & Qualifications

- Excellent administrative and IT skills, including experience of using Microsoft Office and CRM systems
- Strong written and verbal communication skills, with attention to detail
- Good organisational and time-management skills with the ability to manage deadlines and work to agreed targets
- Experience in project management, with the ability to manage multiple tasks and projects effectively
- Knowledge of the equestrian industry, particularly riding schools
- Driving licence

Personal Attributes

- Friendly, professional and approachable attitude
- Proactive, self-motivated, and able to work both independently and as part of a team
- Passionate about giving young people a positive experience of the equestrian industry

Way of Working

- This is a full-time role, 35 Hours a week
- Hours of work between the hours of 09.00 – 17.00 Monday to Friday (Flexibility can be discussed for the right candidate)
- Evening and weekend work as required by the role. Time off in lieu will be given as appropriate.
- Hybrid working with a mix of working from home, working at events and working in the office. Staff are required to commute to the office in Shrewley, Warwickshire a minimum of two days per week

Company Benefits

- 25 days holiday per annum plus Bank Holidays and office closure over Christmas
- Generous workplace pension scheme
- Health scheme

Salary

£23,000 - £25,000 depending on experience

Application Information

The closing date for applications is Sunday 27th September 2026
Interviews will be held during the week commencing 5th October 2026

Equality Statement

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 adaptations to our recruitment process to support you to be your best then please 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.