Job Advert
Coaching Development Officer

About Us:

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 training in how to both care for and ride a horse/pony correctly, reinforced by Members taking tests, earning achievement badges, competing individually and in teams; and most importantly making friends and having fun. 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.

As the Coaching Development Officer, you have the opportunity to be involved in the education of the next generation of horse lovers. This is a fantastic opportunity for you to make a real impact and help the organisation and its experienced volunteers and coaches to deliver, nurture and strengthen our Training and Education pathways. You will play a key role in developing and supporting The Pony Club coaching workforce, helping to ensure coaches, volunteers and young leaders have access to high-quality training and development opportunities.

Alongside this, you will support the organisation with other ad-hoc tasks and provide general office support where necessary. Attendance at our annual National Championships and other events provides a vital opportunity to engage with volunteers and members.

Your duties will include but will not be limited to:

- Support the development of the coaching workforce which includes coaches, young coaches, Branch and Centre officials.
- Plan and deliver the annual Coaching Conference with assistance from the Lead Training Officer and Training Committee.
- Support the planning, organisation and delivery of coach development opportunities across the organisation.
- Work closely with the Training Committee, Internal Pony Club Team, volunteers, coaches and external partners.
- Support the provision, and development of The Pony Club Coaching Certificate.
- Ensure ongoing Quality Assurance across tests and coaching programmes and support the improvement of Quality Assurance work across the UK.
- Manage the existing and seek additional coach bursary initiatives.
- Coordinate Training Committee meetings, including agenda preparation, paper distribution, minute taking and follow-up actions.
- Ensure an integrated approach across The Pony Club Branches and Centres, alongside key partners from across the Equestrian, Education and Voluntary sectors.
- Promote compliance with The Pony Club health and safety policies and minimum operating standards for Safeguarding.

Contract Type:
Full-time

Hours:
09:00 to 17:00, Monday to Friday. Flexible working arrangements may be considered for the right candidate.

Start Date:
As soon as possible

Reporting To:
Lead Training Officer

Salary & Benefits:

- Salary: £24,500 to £28,000 per annum, depending on experience
- Generous annual leave entitlement of 25 days, plus 8 bank holidays
- Competitive pension scheme
- Access to a range of additional employee benefits

Location:
Our office is based in Shrewley, Warwick. The successful candidate will be required to work from the office at least two days per week.

Additional Requirements:

- Occasional evening and weekend working may be required to support organisational activities. Time off in lieu (TOIL) will be provided where appropriate.
- Occasional travel throughout the UK, including attendance at Pony Club events, will be required.

How to Apply:
Please send your CV and covering letter to **HR@pcuk.org**.

Closing Date:
Friday 25 September. Applications may close before the advertised deadline, so early applications are encouraged.

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 Coaching Development Officer

	Attribute	Essential or Desirable
Knowledge & Understanding	• Understanding of coach, volunteer, workforce or education programmes.	Essential
	• An understanding of equestrian training and education programmes.	Desirable
	• Experience of horse welfare and experience, placing it at the centre of an educational programme.	Desirable
	• Commitment to developing young people and tackling participation barriers.	Essential
	• A working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice.	Desirable
	• Knowledge of the service providers that support coaching and youth leadership.	Desirable
	• Knowledge of safeguarding and child protection.	Essential
Experience and Education	• Experience in working independently and as part of a team.	Essential
	• Evidence of developing positive relationships with volunteers, customers and/or organisations.	Essential
	• Experience working within sport, education, training, membership or volunteer environments.	Desirable
	• Experience supporting the coordination or delivery of training, education or development programmes.	Essential
	• Relevant qualification or equivalent work experience.	Essential
Skills & Abilities	• Ability to build positive working relationships with internal and external stakeholders.	Essential
	• Strong administrative skills and attention to detail.	Essential
	• Strong organisational skills with the ability to manage a range of priorities and activities.	Essential
	• Excellent Administrative and IT skills.	Essential
	• Excellent communication skills using traditional, modern and emerging media.	Essential
	• Driving Licence.	Essential
	• Experience coordinating projects, events or programmes.	Desirable
Behaviours & Characteristics	• **Progressive**: Embracing and promoting new thinking, innovation, creativity and problem solving. • **Respectful**: Setting the highest standards for respectful behaviour, role modelling, and respecting others' opinions and values. • **Inclusive:** Championing inclusivity and leading the way to ensuring that equestrianism is and remains an opportunity for all. • **Excellent:** Striving for excellence in performance, stretching targets and exceeding expectations. • **Accountable**: Honest, open and accountable.	Essential