



## Vacancy: Equestrian Assistant

March to 14<sup>th</sup> October 2019

Grandstand Media Limited is a team of specialists with many years' experience planning, organising and running equine events. Most notably Horse of the Year Show (Birmingham, CSI 3\*) which GML has organised since 1997 the event now welcomes over 60,000 visitors in October at the NEC. The British Showjumping National Championships and Stoneleigh Horse Show was added to the company profile in 2015.

We are seeking an Equestrian Assistant to support the team, between March and Mid October, as below:

### ROLE PURPOSE

**This role will suit an organised person with excellent knowledge of the equestrian industry who can bring their strong people skills and organisational expertise to the team. The primary focus of this role is to professionally handle competitor enquiries and processing entries to deliver these prestigious events. The ideal candidate will need to be a focused individual with a strong ability to prioritise their workload and a flexible approach to work.**

**This position is based at the GML offices at Stoneleigh Park. Additionally during an event the applicant will be required, along with the company's other personnel (at the expense of the company) to be based at the host venue of the event. This currently involves The Showing Register, staying at the NEC Birmingham for 10 days in October and at NAEC Stoneleigh for 8 days in August each year. This person will report directly into the Equestrian Manager.**

## PRINCIPLE DUTIES

- Professional handling of all competitor queries and entries for all events with a keen understanding of equestrian sports.
- Liaising with show secretaries to ensure the correct running of Horse of the Year Show qualifiers, including checking all schedules for the appropriate wording.
- Maintaining and uploading onto the equestrian database system [www.grandstandentries.co.uk](http://www.grandstandentries.co.uk) and the Equine Affairs system for the purpose of HOYS qualifiers, HOYS and BSNC.
- Processing and managing payments for the equestrian team, including producing daily cash sheets.
- Prepare the necessary competitor pack information and documentation sent out for all shows.
- Liaise with judges and officials and assist with the general organisation of the equestrian team for all shows.
- Oversee all aspects of trophy and prizes administration.
- Undertake any other tasks and duties as may be reasonably required and work to deadlines as set by line manager.

## TASKS AT EVENTS

- Answer incoming telephone queries
- Assist in the set up and delivery of office duties in the Event Equestrian Office
- Helping with class results and competitor queries.
- Generally need to be able to handle a variety of situations/issues at the show (many under pressure).

## EXPERIENCE, KNOWLEDGE AND SKILLS REQUIRED

- Excellent knowledge of the equestrian world with emphasis on Showjumping and Showing.
- Excellent communication skills (written and verbal)
- Ability to prioritise workload and be highly organised
- Flexible approach to work
- Able to work within a team environment as well as being able to use own initiative
- Good time keeping is essential
- Computer literate – MS Word and Excel essential
- Attention to detail is a pre-requisite

TO APPLY FOR THIS POSITION

PLEASE SEND YOUR CV TO

[Personnel@grandstand.co.uk](mailto:Personnel@grandstand.co.uk)

BY 28/02/2019