

New Forest Pony Breeding and Cattle Society

Job Vacancy – Office Administrator

The New Forest Pony Breeding and Cattle Society is the Breed Society and holders of the New Forest Pony Stud Book. The Society provides full passports for pure bred, and part bred New Forest Ponies and also offers members basic equine passports for animals of unknown age and breeding.

The Society is recruiting a full time Office Administrator for their busy office in Bransgore. The job is primarily based in Bransgore but can also be 'off site' supporting activities such as Beaulieu Road pony sales, New Forest Show, the Society Breed show, and in future the possibility of some working from home as the IT systems develop.

This is an administrative role primarily involving the issue of equine passports, processing transfers of ownership and maintaining the 'Grassroots' data base, for all of which full training will be given. Other duties will include answering general queries, membership, holiday cover and general office tasks.

A knowledge of New Forest ponies, breeders and commoning would be useful but is not essential.

The successful applicant will have:

- High level interpersonal skills and be able to interact with a wide range of people.
- Experience of all Microsoft Office applications, especially Word, Excel and Outlook.
- Good organisational skills, with the ability to prioritise work and work calmly under pressure.
- A flexible 'Can-do' attitude and enjoy working in a small team.
- Ability to work confidentially and to treat issues with sensitivity.

The Society are looking to fill the post soon to allow for a handover period and opportunity to learn the systems before reaching the busiest time in the autumn when the 2023 foal passports will be issued.

This is a full-time office role but could be suitable for job share.

Competitive salary negotiable depending upon experience.

Please contact Suzanne Kempe (chairman@newforestpony.com) with details of previous experience in the first instance.

Applications close April 4th 2023