



Job Description

Job Title	Administration Assistant	
Responsible to	Business and Funding Manager	
Location	Ebony Horse Club, 51 Millbrook Road, London SW9 7JD	
Hours	24 hours per week, flexible over 7 days	
Salary	£20,000 PRO RATA	
Contract Type	Temporary June – August 2019	
Deadline for Application	Friday 17th May	
About Ebony Horse Club	Ebony Horse Club is a Brixton based charity that works with disadvantaged children and teenagers. We help raise aspirations, education, life skills and well-being of local young people through horses, outdoor activities and mentoring. Situated in one of the most deprived areas in the country our riding centre teaches 400 young people a year to learn to ride.	
Purpose of Role	To support our team, predominantly in our back office functions to deliver high quality horse riding and youth work sessions to young people from the local area.	
Duties and Responsibilities	<p>Office support</p> <p>To support our existing team in a variety of office tasks that could include:</p> <ul style="list-style-type: none"> • Maintaining excel databases of young people and volunteer information. • Produce standard documents such as feedback forms and information leaflets. • Basic research on the local area and issues we tackle to support fundraising bids. • Collate statistics for reports for our funders and supporters. • Signing in young people when they arrive for sessions. <p>Working with young people</p> <p>To support our young people whilst at our centre and on other trips and activities:</p> <ul style="list-style-type: none"> • Help young people prepare for their riding lessons, making sure they are on time and have the correct equipment. • Support our youth work team in the delivery of workshops and youth work activities. • Attend trip and outings with our young people. <p>Please note, you will not be expected to deliver or run youth work sessions without other staff present.</p>	



Person Specification

<u>Requirements</u>	<u>Desirable/Essential</u>
Proficient in the use of Microsoft Office programmes	Essential
Able to work autonomously as well as part of a team	Essential
Good organisational skills and ability to prioritise workload	Essential
Experience of working with or volunteering with young people	Essential
Experience of coordinating community programmes for YP.	Essential
Experience of working in or knowledge of south London communities.	Desirable
Experience of being around horses	Desirable

**To apply for this position please send a copy of your CV and a covering letter
(no more than two sides) to: Naomi Howgate, Business and Funding
Manager: naomi@ebonyhorseclub.org
by Friday 17th May.**

Address: Ebony Horse Club, 51 Millbrook Road, London SW9 7JD
Email: info@ebonyhorseclub.org.uk **Website:** www.ebonyhorseclub.org.uk **Tel:** 0207 738 3478
Company number: 5706817 **Registered charity number:** 1116027.