**Job Title:** Breed Society Secretary & Treasurer
**Organisation:** Fell Pony Society
**Location:** Appleby, Cumbria
**Contract Type:** Full-time between 30-37.5hrs per work
**Salary:** £29,250 (based on 37.5hrs per week)

**Position start date**: 1st September 2025

**About the Fell Pony Society**

The Fell Pony Society is dedicated to preserving and promoting the traditional Fell Pony breed. With a strong community of breeders, owners, and enthusiasts, the Society oversees the registration of ponies, organises events and supports conservation efforts to maintain the breed's heritage.

**Role Overview**

We are looking for someone who is organised, with great attention to detail and strong IT skills. A team player who is passionate about the Society and who can communicate at all levels. No day is the same for this role and the agility and ability to be flexible is key. The Breed Society Secretary is a pivotal administrative and organisational role, responsible for the efficient management of the society's operations and the effective communication with members, stakeholders, and the public. Ultimately the face of our Society on a day to day basis. The Secretary plays a vital part in ensuring the smooth running of the society, maintaining accurate records, and supporting the council in achieving its objectives.

**Key Responsibilities**

* Administrative Management:
	+ Manage the day-to-day administrative operations of the society.
	+ Maintain accurate and up-to-date membership records, process annual subscriptions.
	+ Handle correspondence, emails, and telephone enquiries promptly and professionally.
	+ Organise and maintain all society records, documents, and archives.
	+ Manage and process pony registrations/passport applications, transfers and other breed-related paperwork.
	+ Provide information to the website manager and social media channel administrators.
* Meeting and Event Coordination:
	+ Organise and schedule council/board meetings, AGM, and other society events.
	+ Prepare and distribute meeting agendas, minutes, and related documents.
	+ Attend meetings and take accurate minutes and distribute in a timely manner
	+ Coordinate logistics for society events, including shows, sales, and educational workshops.
* Financial Administration:
	+ Manage the society's finances, including processing payments, invoices, and expenses.
	+ Prepare and present financial reports to the council/board.
	+ Assist with budget preparation and monitoring.
	+ Maintain accurate financial records and ensure compliance with relevant regulations.
	+ Liaise with auditors, accountants, and regulatory bodies to ensure financial compliance.
	+ Oversee fundraising initiatives, grant applications, and sponsorships to support the Society’s activities.
* Communication and Member Relations:
	+ Serve as the primary point of contact for members and the public.
	+ Communicate regularly with members through newsletters, emails, and other channels.
	+ Address member enquiries and resolve any issues or concerns.
	+ Promote the breed and the society through effective communication and public relations.
* Regulatory Compliance:
	+ Ensure compliance with all relevant regulations and legislation, including data protection, government bodies/DEFRA
	+ Maintain knowledge of breed-specific regulations and requirements.
	+ Assist with the development and implementation of society policies and procedures.
* Breed Promotion:
	+ Help to promote the breed through various means.
	+ Maintain up to date knowledge of breed standards.

Required Skills and Qualifications:

* Excellent organisational and administrative skills.
* Strong communication and interpersonal skills.
* Excellent IT skills, including Microsoft Office, database management, and accounting software.
* Experience in financial administration and record-keeping.
* Ability to work independently and as part of a team.
* Strong attention to detail and accuracy.
* Experience with website and social media management (desirable).
* Experience with database management.
* Ability to maintain confidentiality.
* Experience taking and producing accurate minutes.
* Experience dealing with the public.
* Driving Licence and ability to transport items to events

**Personal Attributes:**

* Disciplined and structured approach whilst being able to be flexible with the variety of challenges being face
* Excellent communication skills
* A team player
* Highly motivated and proactive.
* Reliable and trustworthy.
* Passionate about the breed and its preservation.
* Ability to work under pressure and meet deadlines.
* Excellent problem-solving skills.

**How to Apply**

If you are interested in the role, we would really like to hear from you, in the first instance, please email your CV and a covering letter sharing your experience and your suitability for the role to Janerawden@inspiration-teal.com

Applications close on 30th June 2025