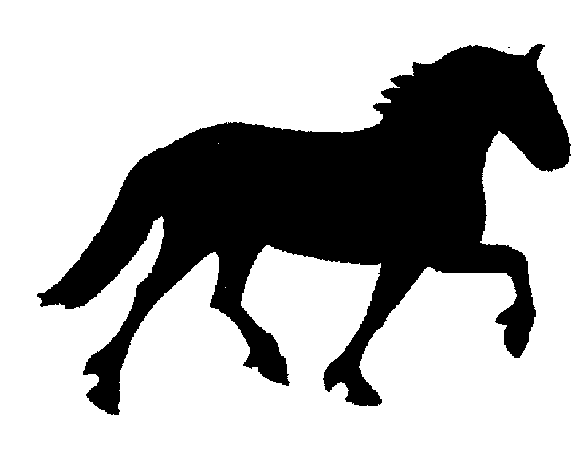
**Dales Pony Society**

**Person Specification – Honorary Secretary**

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| **Qualifications, Knowledge, Experience, Skills, Attributes** | |
| **Essential** | * English & Maths GCSE (or equivalent) at grade C or above * Excellent interpersonal skills and able to interact with a wide range of people * Excellent experience of all Microsoft Office applications, especially Word, Excel & Outlook * Have a working knowledge of Zoom video conferencing software * Have a working knowledge of updating website and Facebook applications * Be hard working and conscientious * Have a confident personality * Ability to work on own initiative and be self-motivated * Arrange own daily diary and work without supervision * Excellent organisational skills, with the ability to prioritise work and work calmly under pressure * Ability to promote change effectively and ensure that changes are delivered in line with Society objectives * Excellent time management skills with the ability to manage a number of tasks concurrently and deliver to tight deadlines * Ability to problem solve with a proactive approach with the ability to adapt style and approach to achieve effective outcomes * Ability to work flexibly with a “can-do” attitude * Ability to work confidentially and to treat issues with sensitivity * Ability to work to a high level of accuracy * Demonstrate good commercial awareness * A willingness to undertake training as required * Able to travel to meetings |
| **Desirable** | * Experience of using Grass Roots database * Degree level qualification or appropriate commercial or managerial experience * Sound knowledge of the Dales Pony breed and history * Dales Pony Society Member |