**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
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| **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
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