

The Side Saddle Association

REQUIRES A Show Affiliation Officer To take Office from 1st November 2023

Duties include:

Acting as the primary point of contact to the SSA for Affiliating Shows [via email and telephone]

Guiding and liaising with Shows through the Affiliation process

(Handling Affiliation Forms [hard copy and online], Track payments [bank transfer, cheque and online], Proof Reading Schedules, Dispatching Rosettes, Mark Sheets & Qualification Cards,

Record and report various Championship qualifications)

Maintaining stock levels and ordering of rosettes from approved supplier

Maintaining the required Spread Sheets and preparation of reports for Council meetings

Liaising with designated SSA Council Members, other Societies and Sponsors as required

Candidates should be available to liaise with and assist Shows during working hours

(the busiest time is November to May)

have their own Computer, Printer, Full Internet Access, Basic Record Keeping skills

and space to be able to sort and store Rosettes

Out of pocket expenses (excluding travel) and an Honorarium will be paid

Please apply by letter outlining your experience, no later than 16th September 2023 to

Ms S M Lane, The SSA Hon Gen Secretary,

The Lodge, Glebe Farm, Broughton Astley, Leicestershire, LE9 6PG

or by email: secretary@sidesaddleassociation.co.uk