***The Side Saddle Association***

**IS LOOKING FOR A WELL ORGANISED PERSON TO RUN THE SHOW AFFILIATION PROCESS**

**For the 2020 season onwards, commencing from 1st October 2019**

**Duties include:**

Acting as the S.S.A. primary point of contact for Affiliating Shows

Guiding and liaising with Shows through the Affiliation process

(Creating the Shows & Fixtures Booklet and regularly updating the listing,

Handling Affiliation Forms, Proof Reading Schedules, Dispatching Rosettes)

Maintaining the required Spreadsheets

Liaising with designated S.S.A. Council Members as required

**Requirements:**

Candidates should be available to liaise 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, no later than 1st June 2019 to**:

Ms S M Lane, SSA Hon Gen Secretary,

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