



The Side Saddle Association
requires
An Honorary Trophy Steward
to manage the Association's Trophies
awarded at the National Side Saddle Show
To commence from mid June onwards
and to attend the 2015 National Show

Responsibilities include the management of the SSA National Show Trophy Database; maintenance of the Trophy File of Records & Photographs; liaison with Trophy Winners; receiving returned Trophies; allocation of Trophies won; the preparation of all required forms; liaison with the Show Office with any updates for the Schedule etc. and the setting up of the Trophies required for each Presentation Ceremony.

A Laptop (for use at the Show) and basic IT skills are required in order for mail merges, Database and File updates to be completed. Attendance for the duration of the National Show (Thursday lunchtime onwards) is mandatory as a member of the Show Office Team (although only responsible for Trophies).

Out of pocket expenses will be reimbursed for printing and postage, etc. against claim form/receipts. Accommodation and Travel Expenses at the set rate will be reimbursed by the SSA for attendance at the National Show.

The paperwork for 2015 is already set up, and help and advice will be given prior to and at the National Show.

Please apply by sending a letter of application, accompanied by any relevant references and/or examples of similar work previously undertaken, to:
Ms Sally Lane, Hon General Secretary, The Side Saddle Association, The Lodge, Glebe Farm, Broughton Astley, Leicestershire, LE9 6PG.
Email: secretary@sidesaddleassociation.co.uk

The closing date for applications is 15th May 2015.