**Secretary & Treasurer for the Fell Pony Society**
Located in Appleby, Cumbria
Full-time | 30–37.5 hours per week
Salary: £29,250 (based on 37.5 hours per week)

We are looking for an organised, detail-oriented individual, who has great interpersonal skills, strong IT and financial management skills, with a passion for our rare breed.

We are looking for someone who is dedicated and who will take the lead in the administration, financial management, and promotion of our rare breed.

**About Us**

The **Fell Pony Society** is committed to preserving and promoting the **Fell Pony** breed. With a strong community of breeders, owners, and enthusiasts, the Society oversees registrations, organises events, and supports conservation efforts to maintain the breed’s heritage.

**The Role**

As our **Breed Society Secretary & Treasurer**, you will be at the heart of the Society’s operations, ensuring smooth day-to-day management while fostering relationships with members, stakeholders, and the wider public. You’ll be responsible for:

**Administrative Management** – Handling correspondence, maintaining records, processing registrations, and supporting digital communications.
**Meeting & Event Coordination** – Organising and attending council meetings, AGMs, breed shows, and events, including minute-taking and logistical planning.
**Financial Oversight** – Managing payments, invoices, budgets, financial records, and liaising with auditors to ensure compliance.

**Member Relations & Communication** – Acting as the main point of contact, distributing, magazines and engaging with members and the public.
**Regulatory Compliance** – Ensuring adherence to legal and breed-specific regulations.
**Breed Promotion** – Supporting the Society in maintaining breed standards and compiling the annual Stud Book.

**What We’re Looking For**

* Strong organisational and administrative skills
* Excellent communication and interpersonal abilities
* Proficiency in Microsoft Office, database management & accounting software
* Experience in financial administration and record-keeping
* Ability to work independently and collaboratively
* High attention to detail and accuracy
* Previous experience in website/social media management (desirable)
* Driving licence required for transporting goods to or attending meetings, AGMs and shows
* Passion for the breed and its preservation

**Why Join Us?**

This role offers a unique opportunity to become the **face of the Fell Pony Society**, where no two days are the same. If you thrive in a varied and engaging environment and are eager to make a meaningful impact, we’d love to hear from you!

**How to Apply**
To apply, please email your **CV and cover letter** detailing your experience and suitability for the role to Jane Rawden

Email: **Janerawden@inspiration-teal.com**
For further information, visit **Society’s website**

**Applications close on 30th June 2025**