

Craft Secretary

The Company maintains a Craft Committee to deal with all matters relating to the profession which do not fall under the direct remit of the Examinations Board. Its main responsibilities are:

- To keep under review the theory, practice and development of farriery
- To propose to the Court of the Company (“the Court”) steps which the Company might take to further the development of farriery
- To arrange conferences and seminars for the discussion of matters connected with farriery and the dissemination of knowledge of new developments of interest to farriers; in particular, Continuing Professional Development (CPD) events
- To arrange, through the Awards Secretary, the Company’s Awards in Farriery and Best Shod competitions at events throughout the UK

The Craft Secretary reports directly to the Chairman of the Craft Committee, taking instruction from the Committee through the Chairman for all activities and arrangements. The position is part time and, although hours are as agreed by the Chairman of the Craft Committee, the pattern of working will include some evenings and weekends.

Duties and responsibilities include:

- Administration of the Craft Committee
- Organisation of displays and attendance at shows and conferences
- Management and organisation of a programme of farriery CPD events
- Maintenance of the craft-related areas of the Company’s website in order to present a positive PR image for the Company; input into the maintenance of the Company’s Facebook page and other media presence as required
- Prepare, together with the Chair of the Craft Committee and the Treasurer, an annual budget for Farriery Craft and Education Ltd for approval by the Court
- Carry out other tasks as required by the Court or Craft Committee in furtherance of the aims of the Craft Committee

Requirements:

- Proven administration experience with a minimum of two years’ experience
- Experience of servicing Committees (agenda, minutes, preparation of papers) would be an advantage
- High standard of spelling and use of English grammar
- Proficient in MS Office and videoconferencing tools
- Knowledge of financial planning, budgeting and reporting
- An understanding of equines and the equine industry, Farriery Training, Qualifications and Standards or have an interest on these areas and expect to learn such information
- Outstanding communication and interpersonal skills
- Excellent problem solving skills
- Excellent organisational skills
- Ability to prioritise and meet deadlines
- Ability to work flexibly, within a team and adapt to new working practices
- Ability to travel to meetings, events and workshops within the United Kingdom, as required
- Valid UK Driving Licence