



**B E A U F O R T**  
P O L O C L U B

### **Beaufort Polo Club Events Assistant**

The Beaufort Polo Club, based in Tetbury, is looking for a placement student to join the team as Events Assistant for the 2021 Polo Season, from May – September.

There is a mix of office and on-site event work, covering all aspects of event management. You will be required to work several weekends during the polo season, in particular at the Gloucestershire Festival of Polo in June (date yet to be confirmed). There are opportunities to write match reports and articles for polo press. A positive and friendly attitude is a must.

### **Tasks include the following:**

- Answering calls and enquiries that come into the office
- Liaising with members and the public at events
- Communicating with local businesses in the area to help distribute marketing material
- Updating the website
- Assist the Covid Officer with ensuring Covid-19 safety protocols are implemented and enforced

### **Hours**

Normal hours are Monday – Friday, 9am – 5.30pm. Due to the nature of this role, there will be a need for flexibility and will be required to work some weekends. To start mid-April and finish mid-September.

### **Qualifications**

This role is ideal for those in higher education looking for a placement opportunity to build their knowledge and skills. No specific qualifications or experience is required but the following would be desirable:

- Strong work ethic, enthusiastic, takes initiative and keen to learn new skills
- Positive and friendly attitude
- Basic understanding of Microsoft Office
- Full, clean driving licence and own car

Hours are 9am – 5.30pm, 6 days a week.

This is a paid position.

Please send all applications to Joss Ridley the Events Manager either via email: [events@beaufortpoloclub.co.uk](mailto:events@beaufortpoloclub.co.uk) or post to the below address. Feel free to call my direct line if you have any questions: 01666 881249