OVERLEY BARN, DAGLINGWORTH, CIRENCESTER, GLOUCESTERSHIRE GL7 7HX
TELEPHONE: 01285 653001 EMAIL: info@bhsaoffice.org.uk

The British Hound Sports Association is recruiting for maternity cover as our **Office Administrator.**
Working 30 hours over 4 or 5 days per week the role is a varied and interesting one and is based at the BHSA office in Daglingworth, with some remote working possible.
Discretion and confidentiality is of paramount importance; issues and directives discussed or implemented by the BHSA office should not be discussed outside of work.

Job description

The British Hound Sports Association (BHSA) is the Governing Body for all of the Hound Sports Associations. We promote and support the welfare and conservation of all hound breeds and the infrastructure of the recognised hunts which nurture them. The office provides advice and information to all hunts about hunting operations and conduct; it co-ordinates the insurance policies, the members handbooks, the Stud Books, liaises with various other organisations to promote the interests of hunting and provides support and advice for Hunts, Hunt Officials and Hunt Staff. The BHSA office also runs a programme of Training Courses for Hunts, Hunt Staff and other Hunt Personnel to maintain professional standards and maintain the highest standards in animal care and welfare.

This position involves all general administrative duties including but not limited to:

- Data entry and database management and office filing
- Hunt Communications including email responses, verbal communications and bulk mailshots
- Drafting documentation, advice and templates
- General co-ordination of events, meetings and seminars.
- Organising, compiling, and distributing the Association Handbooks
- Association memberships – including keeping records of all new, existing and retired members for the current year
- Keeping the Hunt Staff Registry and Vacancies List up to date
- Website management and updating
- General Administration and support for the Directors
- Point to Point Hunters Certificates

Please send applications with an up-to-date CV and covering letter to oliver@bhsaoffice.org.uk

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