

### **Polo Assistant Placement Student - Job Description**

The Beaufort Polo Club is the foremost centre for the development of polo in the Cotswolds. Home to the famous Tomlinson dynasty, the Club prides itself on a friendly atmosphere with high quality facilities for both spectators and players. The Club also plays host to the Beaufort International, which sees over 3,000+ people come in June to enjoy top-class polo with fantastic entertainment and a tented shopping village.

**Summary of Position:** Beaufort Polo Club are offering an in-depth experience into the world of polo, giving an insight into the running of a professional sports club. The Polo Assistant will be responsible for assisting the Polo Manager in all aspects of the organisation and running of tournaments and matches, from within the office and field side. The Polo Season is fast paced and requires a candidate who copes well under pressure and can prioritise tasks whilst maintaining a positive attitude. During the height of the season the Polo Assistant when required will also assist the Events Manager and Office Manager with various tasks. This is a dynamic role that would suit a candidate who uses their initiative and is willing to adapt to any situation. The candidate should be comfortable fulfilling both administrative tasks and field side tasks; previous polo knowledge is desirable but not a requirement.

**Hours:** 5 days a week with normal hours of work being from 9am – 5.30pm. However, due to the nature of the role there will be a need for flexibility on hours worked and working on weekends.

**Duration:** 5 months (mid-April – mid September)

**Salary:** This is a paid position including expenses.

#### **Responsibilities:**

- All aspects of assisting the Polo Manager with running matches from coordinating match staff
- to distributing match sheets
- Writing match reports
- Running practice chukkas
- Updating the website with teams, draws and results
- Communicating with Playing Members
- Keeping databases and polo records up to date
- Liaising with Members and the public at polo days
- Handling Prize Giving's – coordinating with the General Manager
- Answering calls and enquiries coming through the Polo Office
- Assist the Polo Manager with running the Polo at the Beaufort International, ensuring the polo runs to time where possible

#### **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 can-do attitude
- Attention to detail when completing administrative work
- Basic understanding of Microsoft Office
- Full, clean driving licence and own car

To apply for this role, please send a CV and cover letter to [events@beaufortpoloclub.co.uk](mailto:events@beaufortpoloclub.co.uk) or call 01666 881247