



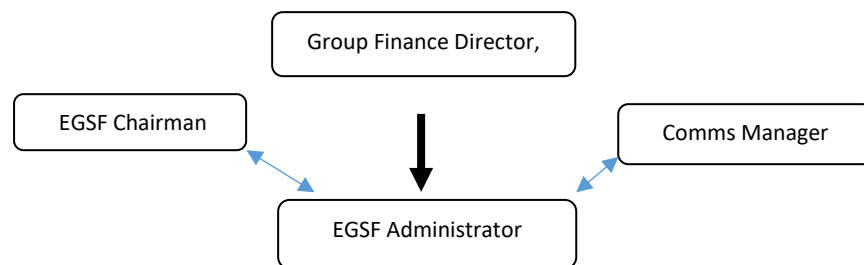
JOB DESCRIPTION

Job title: EGSF Administrator

Pay Band Band 5

Department: Equine Grass Sickness Fund (EGSF)

Reporting Structure:



Staff reporting to postholder:

No direct reports. Manages volunteers during events such as the Highland Show.

Main purpose of job:

Provide a high level, comprehensive administration service to The Moredun Foundation Equine Grass Sickness Fund and act as the first point of contact and key representative for all Fund activities. Initiate knowledge exchange and communications projects and events including PR, marketing and fundraising.

Main duties of postholder:

Provide a high level administrative service to the Equine Grass Sickness Fund to ensure the organisation runs effectively and sustainably.

Communicate effectively with the Chair and Committee members to keep them informed of developments and opportunities and prepare key papers and minutes for the quarterly EGSF Committee meetings.

Act as the Fund's first point of contact for the public to educate about equine grass sickness and prevention strategies including being the Fund's key representative at trade exhibitions, stands and other events.

Develop and carry out the online and offline PR and marketing strategy for the Fund to allow it to evolve over the short and long term.

Main duties of postholder: continued

Maintain active website and social networking feeds to keep stakeholders engaged.

Prepare newsletters/articles/podcasts/webinars to inform stakeholders of research and fundraising activities to foster awareness of the disease amongst the scientific community, veterinarian community and the general/horse owning public

Initiate fundraising activities for the Fund to supplement donation income

Develop and maintain long term relationships with donors and stakeholders to secure their continued active interest

Processing all donations on the donor database and providing reports to the finance department for timely submission of gift aid claims

Facilitate knowledge exchange between scientists in EGS research and the public to promote awareness of the disease

Process grant documentation associated with research applications to ensure grant conditions are fulfilled and the committee have the necessary papers to consider the applications and monitor progress

Co-ordinate merchandise and stock control for online, catalogue and tradeshow sales

Manage and maintain the EGS case database containing highly confidential case information.

Manage the process for sending out Biobank sample kits and replacing vet kits once used.

Manage the process for research access to the EGS Biobank, including data sharing and material transfer agreements.

PERSON SPECIFICATION

	Essential	Desirable
Attainments:	Qualification in appropriate area (business administration, PR, marketing, event management) with 2-3 years relevant experience	
Experience:	Experience in an administrative role to include excellent record keeping in recording sales and donations	
		Previous Sales, Marketing and Fundraising experience plus knowledge of these areas.

	Excellent oral and written communication skills and customer service	
	IT skills in Microsoft Office, Outlook, and Salesforce .	
		Experience with word press and social media
		Experience of organizing and delivering events, workshops and education activities

	Essential	Desirable
		A background in Equine Research. Knowledge of equine management and nutrition
		Knowledgeable about the causes, forms, treatments and prevention strategies of EGS
		Wide ranging knowledge of the diverse equine sector locally and nationally
Skills:	<p>Communication - excellent interpersonal and communication skills when dealing with a wide range of people, both internal and external to the organisation.</p> <p>Able to communicate in a friendly and effective manner on the telephone, face to face, by email and on social media.</p> <p>Able to act as the main point of contact for external stakeholders and organisations to represent EGSF and the Moredun Foundation.</p> <p>Able to produce high quality and timely reports, minutes and other written communications as required.</p>	
	<p>Managing relationships – ability to deal with a wide range of people with tact and diplomacy.</p>	

	<p>Able to build and maintain effective working relationships with a range of people over the long-term.</p> <p>Able to empathise when dealing with distressed horse owners.</p>	
	<p>Team working - ability to work flexibly and effectively as part of the team.</p>	
	<p>Confidentiality – awareness of the importance of confidentiality.</p>	
	<p>Resilience - strong ability to work with ambiguity and constantly changing set of circumstances and issues.</p> <p>Remains calm under pressure and in unexpected situations.</p>	

**Skills:
continued**

	Essential	Desirable
	<p>Planning and organisation - able to work on own initiative, prioritise, plan activities taking into account deadlines and resources.</p>	
	<p>Decision making – able to take independent action where necessary in line with policies and procedures</p>	
	<p>Flexibility – ability to adapt and work effectively with a variety of situations, individuals or groups.</p> <p>Able to understand and appreciate different and opposing perspectives on an issue and to adapt an approach as the situation changes</p> <p>Able to tolerate adverse weather conditions when working outdoors</p> <p>Able to think on your feet to handle fast-moving and diverse situations.</p>	
<p>Other skills (please specify)</p>	<p>Full UK Driving Licence.</p>	<p>Drive a large vehicle, eg Moredun Biobus</p> <p>Towing eg a trailer to transport anatomical horse</p>

Other requirements
(please specify)

Physically able to lift and handle items of equipment and merchandise for events.

Highly approachable and discreet.

May be some evening or weekend working.

Overnight trips away may occasionally be required