SADDLERS’ COMPANY TRADE ADVISER/ CHARITIES CO-ORDINATOR

JOB DESCRIPTION

The Trade Adviser/ Charities Co-ordinator is responsible to The Clerk for advice about and the staffing of all matters to do with the Company’s involvement with the saddlery trade, equestrianism and the Company’s Charities. The Company aims to support and promote excellence in the manufacture, fitting and safe use of British saddlery by all riders, and particularly the young. The four charities the Company runs or administers focus on providing grants and other support to education projects, the saddlery trade, equestrianism, the disabled and disadvantaged youth.

The Trade Adviser’s main role involves the establishment and maintenance of links with saddlery trade members, saddlery skills training organisations and the equestrian world on matters relating to the development and production of saddlery; the training of saddlers and apprentices; assistance in the development of British standards for saddlery; the encouragement of equestrianism at all levels; and equestrian safety. The Adviser is responsible for organising Company visits to members of the saddlery trade and, when appropriate, for setting up and manning the Company stand at relevant trade events, for instance the British Equestrian Trade Association (BETA) Show.

As Charities Co-ordinator, the post-holder is responsible for liaising with those who seek and/or are awarded grants, maintaining the Charities’ records, database and (online) application processes, preparing the papers for the Charities Committee meetings, following up the latter’s recommendations, maintaining the Charities budgets, advising on matters pertaining to Charity Law and regulations, not least in changes to them, and other such issues. He or she may also be asked to act as the Company’s Almoner, liaising with and visiting when appropriate persons in need who receive the Company’s support through its charitable grants.

In addition, the post-holder edits and produces the Saddlers’ Company’s Annual Review (the members’ magazine).

MAIN TASKS AND RESPONSIBILITIES

TRADE ADVISER

Liaison

1. Key relationships are with the Society of Master Saddlers (SMS), the Saddlery Steering Group (SSG), saddlery firms, the British Standards Institute (BSI), the City & Guilds Institute (C&GI), skills training colleges and other such bodies on matters relating to the training and qualification of apprentices and other saddlers, and to general standards within the saddlery trade.

2. Close liaison is also needed with the British Equestrian Federation (BEF) and British Horse Society (BHS) on equestrian competition, training and safety matters.
Financial

3. Administering Trade and Equestrian funds, including those relating to the Saddlers’ Company (corporate) account and the Apprenticing Charity, not least in the preparation of planning forecasts, the maintenance of financial statistics, receiving and/or recommending bids for the Company’s grant giving, purchasing saddlery equipment for prizes and in generally analysing other expenditure.

Committee Meetings

4. Attendance at SMS Executive, Livery Companies Skills Council and other such committee meetings, as required.

5. Preparing papers for, and the arrangements of, the Company’s Trade Liaison and Equestrian Committees meetings (and associated sub-committees) and the SSG.

6. Liaison with Committee members before and between meetings, and following up/implementing decisions made by the SSG and other Committees.

7. Producing minutes of the SSG, Trade Liaison Committee and other saddlery trade and equestrian meetings, as directed by The Clerk.

Training

8. Managing the Saddlers’ Company Training Certificates Scheme, the Saddlers Company/City & Guilds Bursary Scheme, the Saddlers’ Millennium Apprenticeship Scheme and the Saddlers’ Company role as a City & Guilds Award Centre for saddlery qualifications.

9. Advising saddlery manufacturers in Walsall, and retail saddlers around the country, particularly in respect of apprentices and trainee saddlers.

10. Maintaining records connected to the National Register of Qualified Saddlers.

11. With the SMS, training colleges and centres, agreeing recommendations for Company awards for trainee saddlers and prizes at competitions, and assisting when necessary in setting up the events.

12. Preparing final prize lists and making arrangements for the presentation of prizes at Company supported saddlery competitions.

13. If required, organising and manning the Company’s stands at events, such as the annual BETA Show in Birmingham and Capel Manor College’s Festival of Leatherscraft.

14. Organising the annual visits by the Trade Liaison Committee (and when appropriate the Livery) to the saddlery trade, including liaison with those who are to be visited.
Equestrianism

15. In conjunction with the BEF and BHS, and their constituent bodies, proposing prizes, training grants and other support for the Company’s consideration.

16. Obtaining Company prizes from SMS suppliers for equestrian competitions; and producing and distributing prize vouchers.

17. Ensuring that the Master or his representative has letters to be given to prize winners at each competition and liaising over the presentation arrangements.

18. Maintaining prize winners’ records and statistical returns of equestrian prizes.

19. Administering the Saddlers’ Company Riding Opportunities Scheme (ROS), in conjunction with the BEF.

CHARITIES ADMINISTRATOR

General

20. Keeping abreast of pertinent Charity Law and related regulation issues, not least in changes to them, advising the Clerk and Trustees when appropriate.

21. Maintaining the Charities’ records, database and (on-line) application processes, amending them when appropriate.

22. Receiving, and initially responding to, charitable appeals in accordance with Company charitable policies.

23. Organising the annual Company members’ visits to charities and liaison with those members in connection with the visits and their subsequent recommendations; thereafter compiling the latter for inclusion in the half-yearly appeals list.

24. Preparing all papers, reports, forecasts, appeals lists and schedules dealing with the Company’s charitable affairs for the Charity Committee and the Trustees.

25. Attending Charity Committee meetings, taking Minutes as directed by the Clerk and implementing the decisions of the Trustees following their meetings.

Financial

26. Consolidating approved grants and submitting these to the Accountant for payment.

27. Administering the charitable funds under the Company’s control, not least through the preparation of planning forecasts, the maintenance of financial statistics, receiving and/or recommending bids for the Company’s grant giving and in generally analysing expenditure.
Additional

28. Ordering hampers and other gifts to Company pensioners and Court Widows.

29. If required, acting as the Company’s Almoner, liaising with, advising and visiting when appropriate persons in need who receive the Company’s support through its charitable grants.

ANNUAL REVIEW

30. Seeking and compiling material for the Company’s Annual Review.

31. Editorial responsibility and making arrangements for the publishing and subsequent distribution of the Annual Review, as directed by The Clerk.

OTHER

32. Assisting in general office administration and other duties as directed from time to time by The Clerk.