

## Job Vacancy: Office Assistant

*Are you super-organised, love horses, and ready to be part of an amazing team?  
If you're someone with a can-do attitude and a big heart, this could be your perfect job!*

### What's the job?

As our Office Assistant, you'll be working closely with our Office Manager to keep the Charity running smoothly. Your day-to-day will include:

- Handling all correspondence from calls to emails.
- Maintaining all office records of supporters and staff.
- Helping prepare reports and data for our CEO and Trustees.
- Chatting with supporters and the public, offering advice and assistance.

You'll also have the chance to roll up your sleeves and get involved in all sorts of exciting projects, from fundraising events to supporting our equine education work.

### What kind of person are we looking for?

We need someone who is:

- A positive team player who's flexible, responsible, and kind.
- Great with technology - Microsoft Office is a must, and we can train you on other systems like QuickBooks and Advantage Fundraiser.
- Super organized and used to juggling tasks in a busy environment.
- Has some equine knowledge or eager to learn.
- Excited to dive into the world of charities and make a difference.

### What makes this job special?

This isn't your average office job!! We're a small, close-knit team that support each other through every high and low. You'll enjoy a varied and rewarding job where teamwork and kindness are at the heart of everything we do.

### The details:

- Minimum 28 hours per week
- Salary based on experience
- Pension and holiday entitlement
- Occasional weekend work and UK day trips

### How to apply:

Send your CV and a cover letter to [enquiries@thetrc.co.uk](mailto:enquiries@thetrc.co.uk) by 1st December 2024.

**We can't wait to hear from you!**