

The Side Saddle Association

REQUIRES

**A Show Affiliation Officer
To commence from 1st October, 2016**

Duties include:

Acting as the S.S.A. primary point of contact for Affiliating Shows
Guiding and liaising with Shows through the Affiliation process
(Handling Affiliation Forms, Proof Reading Schedules, Dispatching Rosettes)
Maintaining the required Spreadsheets
Liaising with designated S.S.A. Council Members as required

Requirements:

Candidates should be available to liaise and assist Shows during working hours
(the busiest time is November to May)
have their own Computer, Printer, Full Internet Access, Basic Record Keeping skills
and space to be able to sort and store Rosettes

Out of pocket expenses (excluding travel) and an Honorarium will be paid

Please apply, no later than 1st August, 2016 to:

Ms S M Lane, SSA Hon Gen Secretary,
The Lodge, Glebe Farm, Broughton Astley, Leicestershire, LE9 6PG