

Membership & Events Coordinator

The Beaufort Polo Club is looking to recruit a Membership & Events Coordinator to oversee and deliver events and Charity Days throughout the summer polo season. The Club hosts a full schedule of top-quality polo during the summer, with the highlight of the season being the Gloucestershire Festival of Polo. Additionally, the Club has a strong membership base formed of both playing and social members and sitting at the centre of all that is the Beaufort Clubhouse.

The Role:

- Organise and oversee all Beaufort Polo Club events, Charity Days and private hire functions.
- Maintain and develop current sponsor relationships in addition to procuring new and develop offerings.
- Oversee the running of the Clubhouse and offerings in addition to working closely with the Clubhouse team to deliver Clubhouse events.
- Administration of Social Membership, including organisation of member exclusive events and reciprocal partner offerings.
- Oversee the design and production of the Beaufort Polo Club Annual publication.
- Maintain and update all social media platforms and marketing avenues with the latest polo/events information and content. Update the Beaufort Polo Club website pages regularly.
- Coordinate with the Polo Manager and Grounds Team throughout the season to deliver a full season of tournaments and events.
- Organise and communicate with all third-party suppliers for event and final days.
- Liaise with the Office Manager regarding information for the budget.

The Candidate:

- Pragmatic and self-sufficient, with excellent communication and interpersonal skills (written and verbal).
- Pro-active approach to working with the ability to multitask and prioritise tasks under pressure.
- Hard working and self-motivated individual who is willing to take on a variety of tasks.
- Ability to work as a team member with a positive and friendly attitude.
- Must be proficient with IT, including core Microsoft packages and be comfortable using CRM systems in addition to maintaining databases.
- Previous events experience and/or relevant qualifications would be preferred but not required.
- An interest and/or background in equine/polo would be preferred but not required.

Salary will be dependant on the candidate's experience. This role will be full-time (5-day week) however the candidate must have flexibility to work evenings/weekends depending due to the nature of the role. Start date will be from mid-September.

To apply, please email your CV, covering letter and salary expectations to events@beaufortpoloclub.co.uk before 11th August 2023.