



Newcastle Greyhound Stadium

Position:	Racing Office Assistant
Reporting to:	Racing Manager
Responsible for:	Assisting with the smooth running of a race meeting across racing critical operational areas including, racing office, kennels, track and general office.
Contract type:	Full time
Hours of work:	40 hours per week, 5 out of 7 days (including Bank Holidays)

About the role

To work where necessary across the racing critical departments to assist with the smooth running of race meetings and race meeting preparation, including duties within the racing office, paddock, grounds team and general office.

Key responsibilities for the role will include

This is a varied and challenging yet rewarding role for a motivated, flexible individual. Although part of a team, working with one's own initiative is vital in delivering the responsibilities within this role.

- Work within the racing office team environment to assist with the preparation for and running of trial and race meetings and to assist as appropriate with tasks such as:
 - a. General GBGB Local Official duties, operating the photo finish, inputting race meeting data, completing race statistics, learning race comments, driving the hare, race programme printing and updating the stadium website and social media with relevant race cards/ information.
- Work with paddock and racing office staff to effectively weigh in, kennel greyhounds, to run a trial and race session strictly following the GBGB rules of racing and company policies and procedures.
- Assist with kennel and paddock duties as required:
 - b. Assist in the smooth running of all kennel procedures, in accordance with the GBGB Rules of Racing and local operational protocols;
 - c. Assist with paddock & kennels cleaning schedule;
 - d. Communicate well within the paddock area and racing office during a race meeting in order to ensure time constraints are met;



- a. Scanning microchips, checking ear marks and racing jackets of dogs to ensure correct greyhound identity for each race/trial;
 - b. Learn to accurately mark-up greyhounds for new registrations and to oversee the taking of samples as required;
 - c. Help to ensure the strict control and security of the kennel area, as set out in the GBGB Rules of Racing;
 - d. Develop a good working relationship with trainers, kennel staff and GBGB Officials.
- Assist the grounds team with race meeting duties on the track which are required to run a meeting. To include starting a race, operating the pick-up and the loading and removal of traps from the track.
- Carry out general office admin duties to assist Duty Manager as required.
- Due to the nature of this role, there will be some unsociable hours which will include evenings, weekends (and Bank Holidays – delete as appropriate) dependent on the racing schedule and the business needs.
- Ensure issues are raised with the relevant line manager swiftly and all maintenance issues are reported.
- Abide by all regulations and safe working practices in accordance as detailed in the Company's Health and Safety Policy and Procedures.
- Be vigilant to keep kennel/paddock/racing & general office areas/track a safe working environment, adhering to risk assessments.
- Adhere to PPE working guidelines, wearing full uniform at all times.

The above is not an exhaustive list of duties. The stadium business is a dynamic and challenging environment and on occasion you may be required to assist in duties outside of those detailed in this job description and therefore a flexible approach is required.

Skills and Qualities

- High level of interpersonal skills
- Logical approach to tasks
- Personable
- Excellent approach towards time management
- Works well under pressure
- Organised, systematic and process driven
- Flexible approach to working
- Good Computer Skills
- Good Communication Skills
- Prepared to work outdoors when required



Other

To comply with all Health and Safety procedures associated with the relevant departments at all times. This relates to:

- Standards and procedures of correct working practices
- The completion of risk assessments
- COSHH regulations
- Use of Personal Protective Equipment

To control wastage and operate according to the Companies environment policy with regard to:

- product control and waste minimisation
- proper care and maintenance of equipment to prolong its life
- using towels in appropriate quantity to minimise unnecessary laundering
- proper separation and disposal of cardboard, paper and glass in recycling bins
- minimising energy wastage by switching off unused lights, heating, PCs and equipment

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the company in the most professional, courteous and efficient manner possible.

To understand and support our high standards on Greyhound welfare and ensure integrity and welfare are at the heart of all tasks performed.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Signed by Employee..... Date.....

Signed by Line Manager..... Date.....