

Racing Secretary

Job Summary:

The Racing Secretary is the administrative backbone of a racing yard, responsible for managing entries, declarations, licensing, payroll, and communication between trainers, owners, racecourses, and industry authorities. This role ensures the smooth daily operation of both the racing and business aspects of the yard.

Main Duties:

- Entering and declaring horses for races via racing admin systems
- Managing horse passports, vaccinations and travel documentation
- Coordinating veterinary appointments and farrier visits
- Liaising with owners, racecourses and governing bodies when necessary
- Maintaining general yard admin (inc. Staff records, Rotas and managing invoices)

Competencies (Behavioural):

- High level of organisation and reliability
- Discretion and professionalism with sensitive information
- Clear and confident communication
- Ability to manage multiple tasks under pressure

Core Skills:

- Familiarity with racehorse management and routines
- Understanding of horse transport and biosecurity regulations
- Strong communications skills with internal staff and external stakeholders
- Diplomatic handling of enquiries and issues
- Detailed knowledge of racing databases, rules, entries, declarations and licensing

Education:

- GCSEs/A-Levels (or equivalent); Business Administration qualifications advantageous
- Industry-specific training (e.g., Racing Secretary Course)

Experience:

- Experience in racing or equine administration preferred
- Familiarity with racing rules and digital systems is essential
- On-the-job training may be offered for junior roles

Availability:

Full-time or part-time roles



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