



## Executive Assistant

British Dressage (BD) is the National Governing Body for the Olympic and Paralympic sport of dressage, with over 17,000 members. We offer competition, training and participation activity for riders at all levels, from grass roots to elite level. An exciting opportunity has arisen to join the team as Executive Assistant, based at our head office in Meriden.

This is a new position to provide administrative support for the Chief Executive (CEO) and Chief Operating Officer (COO), as well as the Board and Senior Management team. The Executive Assistant will be responsible for managing the day-to-day planning and co-ordinating activities across the organisation, on behalf of the CEO and COO, to include supporting the team with the administration of calendars, diaries, meetings and smooth operation of the BD Office.

We are looking for a highly organised professional, who has excellent communication skills and a strong attention to detail. They will have a structured approach to work, with the ability to multi-task, prioritise workload and meet tight deadlines. They should be a highly motivated and proactive self-starter, who is equally adept at working independently or being an effective team player. Excellent interpersonal skills are essential, with the ability to build strong professional relationships, both internally and externally.

The successful candidate will have at least three to five years' experience in a similar administration role, with a proven track record of providing high standards of executive support for senior teams. An interest in equestrian sport would be advantageous but is not essential for this position.

For more information, including a full job description, please visit [www.britishdressage.co.uk](http://www.britishdressage.co.uk).

To apply for this vacancy, please send a covering letter outlining your suitability and provide a copy of your CV by email to [ceo@britishdressage.co.uk](mailto:ceo@britishdressage.co.uk) or by post to British Dressage, Meriden Business Park, Copse Drive, Meriden, West Midlands, CV5 9RG. Please also include details of your current remuneration, employment status and notice period.

**Salary:** c. £26-28k, subject to experience

**Closing date for applications:** Wednesday 8 December 2021

**Provisional date for interviews:** Monday 13 / Tuesday 14 December 2021