



Sport Operations Assistant

British Dressage is the National Governing Body for the Olympic and Paralympic sport of dressage in the UK, with over 17,000 members taking part in affiliated dressage competition every year. 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 Sport Operations team as Sport Operations Assistant, based at our head office in Meriden.

We are looking for an enthusiastic, positive, diligent and proactive self-starter, with excellent administrative and organisation skills, to help us maintain high standards of customer service for our increasing membership. Working as an integral part of the Sport Operations team, this role will provide general assistance across the department to support the delivery of BD competitions and championships.

You must be able to demonstrate your experience working in a busy administration role, with the ability to multi-task effectively, whilst maintaining focus and high standards of accuracy at all times. You will be highly organised, personable, approachable and remain calm under pressure.

You will be a reliable and effective team player, who is equally adept at working independently as required. A good working knowledge of Microsoft Word, Excel and Outlook is essential, while an active interest in equestrianism, with a knowledge and understanding of dressage, would also be advantageous.

This is a full-time office-based role, with standard working hours of 9.00am to 5.00pm, Monday to Friday. Some working on event may be required from time to time, including occasional weekend and / or evenings at BD Championships.

For more information, please see www.britishdressage.co.uk or contact the BD Sport Operations Manager, Lou Jones for a copy of the Job Description at: lou.jones@britishdressage.co.uk.

To apply, please send a copy of your CV, together with a covering letter outlining your suitability for the role, by email to: lou.jones@britishdressage.co.uk. Please provide details of your current remuneration and notice period, where applicable.

Salary: c. £18,000

Closing date: Wednesday 8 December 2021

Interview date: w/c 13 December