

JOB DESCRIPTION



1. TITLE

Development Officer (Scotland)

2. OVERALL PURPOSE OF THE ROLE

Reporting to the Chief Operating Officer, the Development Officer is responsible for:

- Representing British Dressage, often being the first point of contact and acting as a positive ambassador for the organisation.
- Leading the delivery of membership recruitment and retention initiatives within the regions allocated to the role.
- Delivery of stakeholder engagement and communication from the centre to the region's members and vice versa.
- Working closely with Head Office to develop, promote and support BD activities.
- Supporting BD venues and organisers to provide a high quality experience for all members.

The Development Officer will be required to work closely with and under the technical guidance of the voluntary Regional Committee which includes a Chairman and representatives for specific technical areas. In turn, the Development Officer and the Regional Committee work to support the direction provided by the Board and Technical Committees.

3. MAIN RESPONSIBILITIES

Ensure that all activities in the regions allocated to the role support the delivery of BD's Strategic and Operational Plans, including:

- Work with the Regional Chairman to lead the Regional Committee, ensuring effective communication with Regional Representatives, other BD staff and Technical Committees.
- Ensure corporate instructions and guidelines, including BD operational policies and procedures, are implemented consistently across all regional activities.
- Act as budget holder for all regional activity, ensuring effective monitoring, timely reporting and delivery on budget, according to BD's financial regulations.

Take a key role in the ongoing development of BD in the regions allocated to the role, including:

- Develop and promote British Dressage in the regions to increase and maintain BD membership. Act as a point of contact for both existing and potential members.
- Develop and promote British Dressage in the region to facilitate stakeholder engagement and sense of community through organised BD activities.
- Work with the relevant Technical Committees to develop, test and implement new ideas and activities within the framework of the BD Strategic and Operational Plans.
- Promote the sport of dressage in the regions to increase awareness and understanding, as well as raise the standards of delivery and customer service.
- Act as liaison and main point of contact with devolved government / sporting bodies and equestrian organisations (e.g. Sport Scotland, Horse Scotland, Sport Wales, and Welsh Sports

Association). Work with devolved bodies to effectively represent the interests of BD members and the sport of dressage across the region.

Ensure that all BD activity in the regions are well-organised, cost effective and appropriate to the needs of the membership, including:

- Facilitate the delivery of a range of activity based on the needs of region, in line with priorities agreed with Head Office departments and Technical Committees. This includes developing creative approaches and piloting new initiatives to support the delivery of regional activity.
- Identify and develop opportunities to work in partnership with venues, organisers, coaches, external providers and other organisations to deliver training activities locally, or online where appropriate.
- Support and facilitate the delivery of dressage competitions in the regions. Administer organisers' meetings and co-ordinate fixture allocations.
- Undertake venue visits and assessments, process new venue applications and support venues within the regions to provide a high-quality service for all members.
- Oversee the selection of teams representing the region at the regional competitions, in line with the relevant selection policy and BD rule book; ensure that teams are supported at events and attend events where required.

Ensure effective communications across the allocated region, including:

- Advertise and promote regional activity through the administration of regional pages on the BD website, BD magazine, social media channels and regional newsletters.
- Monitor and evaluate the success of BD's activities in the region, from the perspective of the members; and build constructive feedback based on this to inform regional activities and influence central policy and practice.

Any other task reasonably requested by the Chief Operating Officer or the Chief Executive.

4. REQUIREMENTS FOR THE ROLE

Knowledge / Experience

- Knowledge of the equestrian sector, specifically affiliated dressage
- Equally adept at working independently or as part of a team
- Structured approach to work, with excellent attention to detail
- Valid current driving licence and own transport
- IT literate with experience of Microsoft Office
- Ability to work from home

Personal Skills / Characteristics

- Excellent organisational and administrative skills
- Highly personable and diplomatic, with ability to build strong professional relationships
- Positive, enthusiastic, and proactive, with a 'can do' attitude
- Works well under pressure
- Self-motivated, able to multi-task, prioritise and work to tight deadlines
- Reside within Scotland

5. REPORTING

Line Manager: Chief Operating Officer