

JOB DESCRIPTION

1. TITLE

Sport Operations Assistant

2. OVERALL PURPOSE OF THE ROLE

Working as a member of the Sport Operations Team and reporting directly to the Sport Operations Manager, this role is to provide general administration support across the department.

The post holder will work closely with members of the Sport Operations Team to assist in a number of areas to support the delivery of BD competitions and championships.

The main areas of responsibility for this role are as follows:

- To assist the Sport Operations team in the collation, administration and checking eligibility status of entries from all BD Championships.
- To ensure the validity of information entered onto the BD database for competition records and results, resolving any member or organiser queries that may arise.
- To maintain accurate files and records for BD fixtures and competitions, including data interrogation and reporting as required to aid effective decision making.

3. MAIN RESPONSIBILITIES

- Assist the Sport Operations team in checking eligibility for BD competitions and qualifications for major championships.
- Assist members with queries relating to grading of horses and riders, competition entries and results, and qualification for different BD competition series.
- Process qualifications and test member notifications in readiness for distribution.
- Support the Sport Operations team by maintaining the content for BD Championship web pages, ensuring that all information is correct and accurate.
- Provide reports on starter numbers by competition type, venue, region and level, in order to inform future decisions on the competition structure and supporting fixtures.
- Undertake rule reviews annually, including the provision of supporting data and submission of reports to the Sports Operations Manager, as required.
- Assist with design, ordering and distribution of rosettes and sashes for major BD Championships.
- Carry out any other task as directed by the Sport Operations Manager, Chief Executive or Chief Operating Officer.

4. REQUIREMENTS FOR THE ROLE

Knowledge / Experience

- Excellent administrative and organisation skills
- High standards of literacy, with a strong attention to detail
- Effective communicator, with good written, verbal and interpersonal skills
- Computer literate, particularly in Microsoft Office applications, including Word and Excel
- General equestrian knowledge and understanding of dressage would be advantageous

Personal Skills / Characteristics

- Highly organised, with a structured approach to work and attention to detail.
- Flexible and adaptable, equally adept at working independently or as part of a team.
- Ability to multi-task, prioritise workload, work under pressure and meet tight deadlines.
- Positive, dynamic, self-motivated and proactive, with a 'can-do' attitude.
- Personable approach, with proven ability to build strong professional relationships.

5. REPORTING

Line Manager: Sport Operations Manager