

JOB DESCRIPTION

1. TITLE

Training & Education Administrator

2. OVERALL PURPOSE OF THE ROLE

Working as an integral member of the Training and Education (T&E) team, the Training & Education Administrator has a vital role in the co-ordination and administration of the British Dressage head office training provision.

Reporting to the Training & Education Manager, the postholder will work closely with the other members of the T&E team to schedule and coordinate the training activity for coaches, officials, and members, as well as administrate the recording of Continuous Professional Development (CPD).

Key areas of responsibility:

- Book and coordinate workforce to deliver BD training provision in line with delivery plans.
- Manage onboarding, joining instructions and provide tutor support for online training delivery.
- Be the point of contact in the BD Office for all coaches and officials booking CPD.
- Support other programme and qualification administration.

3. MAIN RESPONSIBILITIES

- Support the administration of the British Dressage Coach packages, including the flexi coach offering
- Coordinate workforce and resources as outlined in the annual coach and officials' development delivery plan.
- Coordinate course onboarding, on course support for learners and tutors, provide post event administration.
- Input attendance records into the BD database to maintain CPD attendance.
- Administrate the compulsory CPD requirements and where needed support coaches and officials by contacting them with appropriate development to meet their needs.
- Work with the Officials Education Supervisor to plan and deliver the annual online CPD programme for judges, including managing bookings, joining instructions and CPD records of attendees.
- Support the Officials Education Supervisor with the coordination of assessments, to include the administration of the assessment dashboard software.
- Creation of new learner accounts and distribution of on demand online learner activities.
- Supporting the Officials Education Supervisor with cataloguing digital content for online training.
- Support the Training and Education Manager and other team members with the coordination of technical committee and regional representative meetings, as well as other relevant training and education meetings.
- Carry out any other task as directed by the Training & Education Manager, Chief Operating Officer, Chief Executive or Directors of BD, as required.

4. REQUIREMENTS FOR THE ROLE

Knowledge / Experience:

Essential

- Strong organisational and administrative skills
- Excellent communication and interpersonal skills
- Experience of using video conferencing software such as Zoom, Teams etc.
- Computer literate, particularly in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint

Desirable

- Experience of co-ordinating training and education programmes
- Experience of using IT platforms / software to plan, monitor and administrate training activity
- Knowledge of administration in a training and education environment
- Knowledge of or an interest in equestrian sport, particularly dressage.

Personal Skills / Characteristics

- Ability to work proactively, both independently and as part of a team.
- Highly organised, with a diligent, 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 ability to build strong professional relationships.

5. REPORTING

Line Manager: Training & Education Manager