



## **British Dressage Training and Education Administrator**

British Dressage is the National Governing Body for the Olympic and Paralympic sport of dressage in the UK. There has never been a more exciting time to join the team at BD and be part of the fastest growing equestrian discipline. Following the success of Tokyo 2020, the sport is enjoying a public profile like never before, with over 18,000 members taking part in 2,500 days of affiliated dressage competition every year.

An exciting new opportunity has arisen to join the head office team as Training and Education Administrator. We are looking for a dynamic, enthusiastic person with excellent administrative and customer service skills to join us, working to coordinate and support training for coaches, officials and also flexi training for members, as well as supporting the rest of the Training and Education team with key initiatives. This role is a 12-month fixed term contract, with the possibility for extension.

Reporting to the Training and Education Manager, you will have an integral role in the coordination and administration of our officials and coaches CPD and assessment programme, as well as the coach packages and flexi coach listings.

This is a busy and varied role where good communication, interpersonal and organisation skills are essential, along with a proactive 'can do' attitude. The successful candidate will have excellent attention to detail, even when coordinating numerous training activities simultaneously, the ability to multi-task while taking a diligent, structured approach is vital.

Specific knowledge of dressage and / or familiarity with the equestrian world would be advantageous. Due to the nature of our sport a flexible approach to working is required, including some weekend and evening working.

Candidates will be required to have a full driving license and have access to their own car for travel. As you have the option of hybrid working, a suitable home working environment and good internet access is essential. For more information, including a full job description, please visit our official website: [www.britishdressage.co.uk](http://www.britishdressage.co.uk)

To apply for this role, please send your CV and a covering letter outlining your suitability for the role by email to [jobs@britishdressage.co.uk](mailto:jobs@britishdressage.co.uk). Please also include details of your current remuneration, employment status and notice period.

**Salary: £18,000-20,000 (pro rata) dependent on experience**

**Closing date: 15 August 2022**

**Interview date: 23 August 2022**

BD is an equal opportunities employer where we value diversity and are strongly committed to providing equal opportunities for all employees and all applicants for employment.