

JOB DESCRIPTION



1. TITLE

Sport Operations Assistant

2. OVERALL PURPOSE OF THE ROLE

British Dressage (BD) is the national governing body for the Olympic and Paralympic sport of dressage. With over 17,500 members, BD aims to be the most respected and successful organisation for people passionate about dressage. The Sport Operations team is responsible for managing all aspects of the daily operation and delivery for the sport of dressage

The Sport Operations Assistant is an integral member of the Sport Operations team, responsible for managing all aspects of the daily operation and delivery for the sport of dressage. This role provides administration support to the team as required and reports directly to the Head of Sport Operations.

The key areas for this role are as follows:

- Assist the Fixtures Officer in the collation and administration of the schedules for all BD competitions nationwide.
- Assist the Grading Officer in the collation and administration of the results from all BD competitions nationwide.
- Provide general support to the Sport Operations Officer and Head of Sport Operations on specific tasks as required.

3. MAIN RESPONSIBILITIES

- Input, check and verify the schedule information for all BD fixtures.
- Collate results received in the BD office and maintain BD's results log.
- Enter the results from BD Competitions on to the BD database.
- Liaise with BD show organisers regarding all fixtures and results based queries.
- Ensure the validity of all information entered on to the BD database and resolving any arising queries via telephone and email.
- Assist the Grading officer in checking eligibility and qualifications for Championships, Regionals and Area Festival entries.
- Assist members of BD with queries relating to grading of horses and riders and qualification for different competition series.
- Collate and distribute qualification packs for Championships, Regionals and Area Festivals.
- Assist the Grading, Fixtures and Sport Operations Officers with any other designated tasks.
- Carry out any other tasks as directed by the Head of Sport Operations, Chief Executive or Director of BD.

4. REQUIREMENTS FOR THE ROLE

Knowledge / Experience:

- Previous administrative experience in an office based environment would be desirable
- Ideally educated to degree level, although not essential, recent graduates welcome
- Strong communication skills, both written and verbal
- Excellent administrative skills, with a high attention to detail
- Diligent, organised and structured approach to work
- Computer literate, particularly in Microsoft Office applications including Word, Excel, Outlook and PowerPoint.
- Equestrian knowledge would be advantageous

Personal Skills / Characteristics

- Enthusiastic, positive, proactive and motivated self-starter
- Ability to multi-task, work to deadlines and under pressure
- Equally adept at working independently or as part of a team
- Friendly and approachable, with excellent interpersonal skills
- Personable, with ability to build strong professional relationships

5. REPORTING

Line Manager: Head of Sport Operations