



British Dressage Training & Education Assistant

British Dressage (BD) is the governing body for the Olympic sport of dressage and a member of the British Equestrian Federation. We aim to promote and develop dressage in the UK, with training at the very heart of everything that we do to continually improve our sport. As a result, an exciting new opportunity has arisen to join the head office team as Training and Education Assistant.

We are looking for a dynamic, enthusiastic person with excellent administrative and customer service skills to join us, working with the Training and Education Officers to develop and support training for coaches and judges, as well as helping to with the delivery of our key events. This will be a full time role based at our offices in Meriden, West Midlands.

Reporting to the Training and Education Manager, you will have an integral role in the administration of our national training activity for judges, coaches and youth. As such, knowledge of qualifications and training would be advantageous. You'll also play an important part in supporting the organisation of BD's major national training events, such as the National Convention, Judges Convention, Principles Seminar and a range of other national training initiatives, experience of events management is essential.

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 support several projects simultaneously, so the ability to multi-task while taking a diligent, structured approach is also fundamental.

You will be expected to build strong relationships with volunteers and colleagues within BD. As such, specific knowledge of dressage and / or familiarity with the equestrian world would be a distinct advantage.

Due to the nature of our sport a flexible approach to working is required, including some attendance at events during weekends and evenings.

The salary for this role will be circa £17,000 per annum, depending on experience. For more information please see www.britishdressage.co.uk or contact Angela Green for a copy of the Job Description.

To apply, please send a covering letter outlining your suitability for the role and a copy of your CV by email to Angela Green: Angela.green@britishdressage.co.uk

Closing date: 29 January 2019

Interview date: 5 February 2019