

TRAINING & EDUCATION ASSISTANT

DESCRIPTION OF ROLE

Working as a member of the Training and Education Team, reporting directly to the Training and Education Manager, the Training and Education Assistant has a key role in supporting the delivery of our training events, development programmes and qualifications.

On a day to day basis the person in the role will work closely with Training & Education Officers to support in the delivery of BD's other educational activities.

Key areas of responsibility:

- Be a point of contact in the BD Office for coaches, judges and youth.
- Support with the administration of assessments, compliance and CPD.
- Support with the organisation of BD Training and Education events.

SPECIFIC TASKS

- Support with the organisation and administration of British Dressage's major national training events, such as the National Convention, Judges Convention, Principles Seminar etc.
- Work with the Training and Education team to run and administer judge training and testing.
- Support with the administration of the British Dressage Trainers Database and Youth Coach Lists.
- Support with the administration of DBS, online safeguarding and other compliance processes.
- Support the Training, Judges and Youth Committee and the relevant regional representatives.
- Support the delivery of other training and CPD to meet the needs of other areas of development as identified by British Dressage
- Carry out any other task as directed by the Training and Education Manager, Chief Executive or Directors of BD.

REQUIREMENTS TO FULFIL THE ROLE

- Event management experience is desirable
- Experience of education and training is desirable
- Excellent communication and organisational skills
- Excellent administrative and interpersonal skills
- Self-motivated, with ability to work to tight deadlines

- Diligent, structured approach, good attention to detail
- Ability to work proactively, both independently and as part of a team
- Computer literate, particularly in Microsoft Office applications including Word, Excel, Outlook and PowerPoint
- Full driving license and own transport