

## **Under 18 Assistant Coordinator Vacancy**

### **Region: Central**

British Eventing is currently seeking an enthusiastic person to join their team as an Under 18 Assistant Coordinator, to work with and support the existing Under 18 Regional Coordinator. This is an exciting opportunity to be involved in one of British Eventing's biggest and most influential Youth Programmes.

Please note this is a **voluntary** role based within the region.

The Under 18 Assistant Coordinator's main responsibilities are outlined below, but are shared with and supported by the Under 18 Regional Coordinator, with additional support from the Regional Development Officer and the Head Office Team where appropriate.

### **Duties of the Role**

- To act as the British Eventing u18 Assistant Regional Coordinator representative within the designated region.
- To be one of the principal points of contact in relation to matters for all registered under 18 BE members as well as Event Organisers and BE Officials within the designated Region.
- Liaise with the Under 18 Regional Coordinator and BE staff to coordinate the u18 programme including matters relating to rules, registration, entries, qualifications, discipline/incident reporting and other such related issues.
- Assist with planning regional training at appropriate local venues, taking into consideration local school/college/Pony Club/competition dates and avoid clashes where possible, to ensure best possible engagement with coaching.
- To attend Regional, Under 18 Programme and coach development meetings as appropriate.
- Assist with reporting on regional Under 18 activities.
- Assist with managing the regional budget in conjunction with the Under 18 Regional Coordinator and BE staff.
- Develop a working knowledge of the u18 members within the designated Region in order to assist the U18 National Coach and the relevant Chairman of Selectors where required.
- Assist the Under 18 Regional Coordinator in making the team selection for the Regional Under 18 Team Championships as per the Selection Policy and be responsible for delivering appropriate training and preparation for the team.

## **Applicant Criteria**

### **Essential**

- Offers of this role will be subject to a successful DBS check.
- Knowledge of the Sport of eventing.
- Knowledge of the Under 18 programme and the rules associated with it, and the Under 18 Championships.
- Good communication skills.
- Ability to work well within a team.
- Must be available to attend the Under 18 regional qualifying classes and be prepared to attend the Under 18 Regional Team Championships (July/Aug), in conjunction with the regional requirements and the Under 18 Regional Coordinator's attendance availability.

### **Desirable**

- Prior experience of involvement with Youth teams (either in BE, another discipline or Pony Club) is desirable, but not essential.
- Knowledge of appropriate training venues in the region not already utilised by BE.

Applicants wishing to apply should send a CV and covering letter to [training@britisheventing.com](mailto:training@britisheventing.com).

Applications will close on 6 May 2019 and interviews for the role will take place on 23 May 2019, within the Region and will be confirmed by 6 May 2019.

If you are interested, or wish to learn more about the role, please contact:

### **U18 Regional Coordinator for the Central Region – Kate Scott-Wilding**

Email: [Kate.Scott-Wilding@britisheventing.com](mailto:Kate.Scott-Wilding@britisheventing.com)

**Tel: 07971 561554**

### **Training, Education & Under 18 Coordinator – Helen Hart**

Email [helen.hart@britisheventing.com](mailto:helen.hart@britisheventing.com)

**Tel: 02476 698866**

### **Training and Education Manager - Sean Maxwell BHSI**

Email [sean.maxwell@britisheventing.com](mailto:sean.maxwell@britisheventing.com)

**Tel: 02476 698906**