

## **British Eventing**

### **Under 18 Assistant Regional Coordinator (East)**

To build on the excellent and established training programme in the Eastern region, we currently have a vacancy for an Under 18 Assistant Regional Coordinator.

This is a voluntary role based within the region.

Applications for the role will close on Wednesday 12th June 2019 at 1pm, and interviews for the role will take place on Tuesday 25th June 2019 in the Eastern region (Venue TBC).

The U18 Assistant Regional Coordinator's main responsibilities (which are shared with and supported by the U18 Coordinator) are as follows:

#### **General Duties**

- To act as the British Eventing U18 Assistant Regional Coordinator representative within the designated region.
- To assist as one of the principal points of contact in relation to matters for all registered U18 BE members, Organisers and Officials within the designated region.
- Liaise with the U18 Coordinator and BE staff to coordinate the U18 Programme including matters relating to rules, registration, entries, qualifications, discipline/incident reporting and related issues.
- Assist the U18 Coordinator with managing the regional budget in conjunction with BE staff.
- Attend at least two regional committee meetings plus at least one national meeting per annum and report on the regional activities when required.
- Together with the U18 Coordinator and U18 Coaches 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.
- Training
- Working with the U18 Coordinator liaise with the Regional Development Officer and U18 Coaches, in coordinating the annual 12-21 Training Programme for riders (BE members and non-members), including those members aiming for the Under 18 Championships.

#### **U18 Classes**

- Assist in the planning of suitable fixtures to host Under 18 qualifying classes at BE90, BE100 and Novice level within the designated region. The plan is to be developed in conjunction with the BE Regional Coordinators, whilst liaising with relevant event organisers.

- Planning attendance at events with the U18 Coordinator to ensure coverage at U18 classes in the calendar, observing all phases of the U18 classes and be available to assist U18 members, the event organiser and event officials as required.

### **U18 Regional Team Championships**

- Assist with the selection of three teams to represent the designated region at the annual U18 Regional Team Championships, run at, BE90, BE100 and CCI2\* level in line with the selection policy.
- Assist in coordinating appropriate training, in collaboration with the U18 Coordinator and U18 Coaches, for the selected team in the build up to the Championships.
- Attend the Championships with the U18 Coordinator in a supporting and administrative role. Assist with collating the team entries.

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

### **Chairman of the Under 18 Programme**

Jane Peters on 07702 901007 or email [jane.peters@britisheventing.com](mailto:jane.peters@britisheventing.com)

### **Training and Education Manager**

Sean Maxwell BHSI on 02476 698906 or email [sean.maxwell@britisheventing.com](mailto:sean.maxwell@britisheventing.com)

If you wish to apply please send a CV including all relevant skills and experience along with a covering letter to [training@britisheventing.com](mailto:training@britisheventing.com) by 1pm on Wednesday 12th June 2019.