

Role Description - Under 18 Regional Coordinator Wales and West Midlands

To build on the excellent and established training programme in Wales and the West Midlands, we currently have a vacancy for an Under 18 Regional Coordinator (U18RC). This is a voluntary role based within the region. The successful Candidate will be required to work alongside the existing Coordinator up to and including the 2019 Under 18 Championships at Frickley Park in July, after which they will be expected to take on the role in earnest.

Applicants are also requested to confirm within their application whether they would also be interested in the Assistant U18 Regional Coordinator role for Wales and the West Midlands as well as the Coordinator role.

Applications for the role will close on **Monday 24th June 2019 at 1pm**, and interviews for the role will take place on Tuesday 2nd July 2019 in the Region (Venue TBC).

The U18 Regional Coordinator's main responsibilities (which are shared with and supported by the Assistant U18RCs) are as follows:

General Duties

- To act as the British Eventing U18 Regional Coordinator representative within the designated region.
- To be the principal point of contact in relation to matters for all registered U18 BE members, Organisers and Officials within the designated region.
- Liaise with the BE staff to coordinate the U18 Programme including matters relating to rules, registration, entries, qualifications, discipline/incident reporting and related issues.
- Manage 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 Assistant U18RCs 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

- Liaise with the Regional Development Officer and U18 Coaches with support from the Assistant U18RCs, 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

- Plan 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 of events with the Assistant U18RCs 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

- Chair 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.
- Coordinate appropriate training, in collaboration with the Assistant U18RCs and U18 Coaches, for the selected team in the build up to the Championships.
- Attend the Championships with the Assistant U18RCs in a supporting and administrative role. Collate and oversee the team entries and be main regional point of contact between the event organiser and nominated BE officials.

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

Training and Education Manager

Sean Maxwell BHSI on 02476 698906 or email

sean.maxwell@britisheventing.com

(Please note Sean is on holiday 3 - 12 June 19)

If you wish to apply please send a CV including all relevant skills and experience along with a covering letter to training@britisheventing.com by 1pm on Monday 24th June 2019.