

## Job Description

<b>Job Title:</b>	<b>British Eventing Officials and Rules Coordinator (Full Time)</b>
<b>Location:</b>	BE Head Office, Stareton, Kenilworth
<b>Hours:</b>	Monday to Friday, 9.00am – 5.00pm
<b>Reporting to:</b>	Sport Manager
<b>Key Relationships:</b>	Chief Executive Officer Chief Operating Officer Sport Manager Assistant Sport Manager Regional Coordinators Risk Management and Sport Committee Event Organisers Officials (Stewards, Technical Advisers, Scorers, FEI Ground Jurors and FEI Stewards) Rules Adviser Other Sport Team Members Other Departments within the British Eventing Office
<b>Job Purpose :</b>	To provide administrative assistance to the Sport Department and Risk Management and Sport Committee with focus on supporting and interfacing and communicating with Officials and Organisers. Also to collate rule changes in preparation for the annual production of the BE Rules and Members' Handbook.

### Key Responsibilities:

- Collation of rule changes and desktop publishing for annual edition of BE Rules and Members' Handbook. Liaise with rule book printers re. quotations, printing & distribution as required.
- Review and communication of information to Organisers and Officials as necessary (via email, data sticks, post, website, telephone). Including collation and distribution of the Organisers' and Officials' Newsletter.
- Administration of BE and FEI Officials' recruitment and CPD.
- Provide support to the organisation and running of the annual BE Officials' Conference and end of season reviews.
- Provide secretarial support to the Risk Management and Sport Committee and the Organisers of International Events including arrangements for meetings, production of agenda and taking minutes.
- Administration and issue of Event Affiliation Agreements.
- Administration of Event Reports including Event Evaluations and Event Discipline Reports.
- Production and distribution of Official car passes.

- Liaise with the Ministry of Defence regarding forthcoming fixtures to request avoidance of low flying aircrafts.
- Logging Event Stationery orders.
- Supply of Event Officials' Equipment.
- Assist with complaints handling when required.
- Answering general queries related to the Sport (rules in particular) on the telephone, email and via the online Customer Relationship Management system.
- Any other duties deemed appropriate, e.g. general administration such as booking meeting rooms, making travel arrangements etc. Supporting other members of the team when required.

This job description is not intended to be all-inclusive or exhaustive. Employee may be required to perform other related and reasonable duties in order to meet the ongoing needs of the organisation.

**Salary:** £19-22K, depending on experience.

**Holiday:** 23 days plus bank holidays (three days annual leave to be used during office closure between Christmas and New Year).

**Person Specification:**

The candidate should be able to demonstrate administration experience with the ability to communicate and develop successful relationships with a diverse set of stakeholders and participants. Eventing knowledge, in particular the rules of the sport, would be helpful, although not essential.

Industry experience	Secretarial, Administrator
Skills	Clear communication (both verbally and written). Copywriting. Minute taker. Attention to detail.
Knowledge	Microsoft Office and web applications. Experience of Salesforce and Adobe InDesign an advantage. Eventing knowledge would be ideal.
Personality	Mature outlook, friendly, helpful, communicative, open, questioning, professional and driven.
Interpersonal skills	Ability to communicate successfully, build relationships and act with discretion when appropriate.
Team skills	Highly developed need to share, engage and communicate with others.
Organisational skills	Highly organised and able to multitask. Ability to prioritise workload and manage time effectively.
Flexibility and creativity	Flexible, adaptable and ability to see all angles.
Motivation	Job satisfaction, challenge and interest in the sport. Must be self-motivated and conscientious.
Other	Willing to work occasional longer weeks/weekends during the demands of the workload.

**Closing Date for Applications:** twelve o'clock (noon), 20<sup>th</sup> June 2019. Interviews will be held during the week commencing 24<sup>th</sup> June 2019.