

BE Role Profile

Role Title	Fixtures and Schedules Coordinator		
Department	Sport	Location	Stoneleigh
Reporting to	Sport Manager	Reporting to	Equestrian House, Abbey Park Stareton, Kenilworth, CV8 2RN
No of Direct Reports	0	Date Profile Last Updated	March 2020

<p>Role Purpose:</p> <p>A summary of the main purpose of the role.</p>	<ol style="list-style-type: none"> 1. Fixtures 2. Event Schedules
<p>Key Accountabilities:</p> <p>These are the main tasks for the role. This should not include everything, just the main responsibilities and tasks that the role (not the person) is accountable for.</p>	<ol style="list-style-type: none"> 1. Maintaining the Fixtures calendar for the current and the following year in conjunction with the Regional Coordinators, administrate, attend and minute Regional Coordinators meetings/correspondence. 2. Ensure all fixtures changes and updates are actioned on salesforce and any other fixtures related documentation. 3. Ensure that any fixtures related documentation is updated annually for inclusion in the Affiliation Agreement. 4. Be responsible for sending fixtures related information to Organisers. 5. Provide administrative support for fixtures related reviews such as the Strategic Fixtures Calendar process. 6. Assist with provision of information for Regionals Coordinators meetings, Fixtures Panel and Fixtures Action Group including production of Fixtures Change Proposals when requested on behalf of the RCs. 7. Liaise with the BEF in the submission of the international calendar to the FEI. 8. Assist with production and circulation of event maps. 9. Process new event applications in conjunction with the RCs 10. Collate and draft all Event Schedules for publication in the BE bi-monthly magazine and BE website in liaison with individual event organisers. This to include sending schedule data to the Publishers and proof reading of magazine pages within all print deadlines.

	<ol style="list-style-type: none"> 11. Facilitate training for Organisers, Entries Secretaries and other event team members in relation to event schedules and other event related queries. 12. In conjunction with the IT Department preparation of salesforce pre-season to incorporate rule, class changes and other event related updates. 13. Produce FEI Results spreadsheet for all British International Competitions for communication for FEI via BEF. 14. Administration of Invalid reports pre and post competition associated with each event including communication of confirmed issues with appropriate departments (i.e. Membership). 15. Administrate and analyse event statistics including event entries, starters and ballot and provide information to appropriate personnel. 16. Be responsible for and maintain the Event Status category on Salesforce and Website. 17. In office hours be responsible for the updating of the Event News Flash. 18. Maintenance of Event Team categories including BE officials in relation to annual deployment, Organisers & Entry's Secretaries on Salesforce and communication of changes to appropriate parties. 19. Provide support to the organisation and running of the annual Organisers Meetings. 20. Provision of weekend event abandonment on call support on an ad hoc basis to be agreed in advance. 21. Provide general support to other members of the Team including Regional Coordinators on regional issues
Personal Characteristics:	<ul style="list-style-type: none"> • A collaborative team player with an open and consultative style and optimistic 'can do' approach • Evidence of innovative and creative delivery and of the ability to assist and support colleagues • Actively pursues opportunities presented by the role to develop own knowledge and experience and uses newly gained knowledge on the job and learns through the application of the skills acquired • A willingness to entertain new ideas and seize challenges that arise • Personal integrity and the ability to invoke trust and respect from others • Makes logical, practical and timely decisions based on a sound analysis of facts and data and with an understanding of the impact on the wider organization
Professional Qualifications	N/A

Specialist and Technical Knowledge:	N/A
Background and Knowledge The essential and desirable knowledge and background a candidate would need to have if they were being recruited for this role	<p>Essential</p> <ul style="list-style-type: none"> • Excellent administration skills with meticulous attention to detail and a high level of competency with MS Office suite. • Ability to manage tasks which require collaboration with both internal and external teams • Strong planning and organisational skills with the ability to prioritise and meet timescales • Good problem-solving skills • Good interpersonal and communication skills with the ability to work with both professionals and volunteers and to support their needs in a demanding environment. • Self-starter, able to take responsibility and work proactively. • Excellent verbal and written skills. <p>Desirable but not essential:</p> <ul style="list-style-type: none"> • Previous experience of working with Salesforce • Knowledge of equestrian sports.
Financial Responsibilities Any Budget Responsibility or Sign off Authority the role has	None
Relationships The key people the role serves	<p><u>Internal key stakeholders:</u> Sport Manager Regional Coordinators Chief Executive Office</p> <p><u>External key stakeholders:</u> Members Organisers Officials</p>
Other	The profile above is not an exhaustive list of the activities that the role holder may be required to undertaken. BE may require the role holder to perform other duties as the BE deem necessary to fulfill the requirements of the role.