

## BE Role Profile

<b>Role Title</b>	<b>British Eventing (BE) Training Coordinator</b>		
<b>Department</b>	Sport	<b>Location</b>	Stoneleigh
<b>Reporting to</b>	Sport Manager	<b>Reporting to</b>	Equestrian House, Abbey Park Stareton, Kenilworth, CV8 2RN
<b>No of Direct Reports</b>	8	<b>Date Profile Last Updated</b>	March 2020

<b>Role Purpose:</b>  A summary of the main purpose of the role.	On behalf of BE to support the delivery of training and Education in the sport of Eventing.  To liaise closely with the Regional Training and Education Administrators (RTEAs) and other regional volunteers to support delivery of BE's strategic goals and provide administrative support to the T&E Committee.
<b>Key Accountabilities:</b>  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.	<ol style="list-style-type: none"> <li>1. Working with the Sport Manager, manage the RTEAs to develop and facilitate appropriate training plans in their regions which aim to increase participation, engage existing members and provide development opportunities for skilled roles in the sport.</li> <li>2. Support and manage daily the RTEAs to support the development and promotion of the regional rider and Youth Regional training plans.</li> <li>3. Work with other members of the Sport Team and RTEAs to develop and organise an annual volunteer training programme.</li> <li>4. With the Sport Manager manage the development and delivery of new and existing Rider training initiatives to achieve increased participation in the sport or engage existing members.</li> <li>5. Work with the marketing department to ensure appropriate processes/campaigns are in place to convert training attendees to BE Members.</li> <li>6. With the Sport Manager, manage the Budget for the T&amp;E Department. Prepare annual budget for the T&amp;E department based on past and future activity.</li> <li>7. Work closely with the Sport Manager and other members of the Sport Team to develop, manage and deliver new and existing training initiatives for Officials and</li> </ol>

	<p>Volunteers as necessary to include but not limited to the Officials' Conference and other training opportunities.</p> <ol style="list-style-type: none"> <li>8. Work with key Coaches to plan and 2organise the Mark Todd Bridging the Gap (MTBTG) Training series, including training courses, course walks, overseas trips and the MTBTG Scholarship and report on progress. Oversee the administration of the Advanced Apprenticeship in Sporting Excellence (AASE) and Diploma in Sporting Excellence (DISE) programmes.</li> <li>9. Oversee the organisation of the Course Design Scholarship, including communication and promotion, managing applications and liaising with the selection panel.</li> <li>10. Provide input and support in the implementation of new training initiatives as and when required.</li> <li>11. Work closely with other BEF member bodies to manage and promote key training and participation initiatives.</li> <li>12. Working with the Marketing department, manage the Training and Education web pages and social media, updating information as required.</li> <li>13. Work with the Marketing department RTEAs to create the monthly regional rider and Youth Regional training emails.</li> <li>14. Work closely with the RTEAs to ensure appropriate records of all training courses held are maintained, including attendees and finances and checking progress against targets.</li> <li>15. Reconcile RTEAs and T&amp;E finances with the Finance Team.</li> <li>16. Assist with the monitoring and reporting of BEF Funded programmes including completion of bid documentation when appropriate.</li> <li>17. Coordinate training related meetings including the T &amp; E Committee and providing secretarial support, including minute taking, booking rooms, lunch etc, where required.</li> <li>18. Provision of weekend event abandonment on call support on an ad hoc basis to be agreed in advance.</li> <li>19. Provide general support to other members of the Team when appropriate.</li> </ol>
<b>Personal Characteristics:</b>	<ul style="list-style-type: none"> <li>• A collaborative team player with an open and consultative style and optimistic 'can do' approach</li> </ul>

	<ul style="list-style-type: none"> <li>• Evidence of innovative and creative delivery and of the ability to assist and support colleagues</li> <li>• 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</li> <li>• A willingness to entertain new ideas and seize challenges that arise</li> <li>• Personal integrity and the ability to invoke trust and respect from others</li> <li>• 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</li> </ul>
<b>Professional Qualifications</b>	N/A
<b>Specialist and Technical Knowledge:</b>	N/A
<b>Background and Knowledge</b>  The essential and desirable knowledge and background a candidate would need to have if they were being recruited for this role	<b>Essential</b> <ul style="list-style-type: none"> <li>• Excellent administration skills with meticulous attention to detail and a high level of competency with MS Office suite.</li> <li>• Ability to manage tasks which require collaboration with both internal and external teams</li> <li>• Strong planning and organisational skills with the ability to prioritise and meet timescales</li> <li>• Good problem-solving skills</li> <li>• Good interpersonal and communication skills with the ability to work with both professionals and volunteers and to support their needs in a demanding environment.</li> <li>• Self-starter, able to take responsibility and work proactively.</li> <li>• Excellent verbal and written skills.</li> </ul> <b>Desirable but not essential:</b> <ul style="list-style-type: none"> <li>• Previous experience of working with Salesforce</li> <li>• Knowledge of equestrian sports.</li> </ul>
<b>Financial Responsibilities</b> Any Budget Responsibility or Sign off Authority the role has	None
<b>Relationships</b>  <b>The key people the role serves</b>	<u><b>Internal key stakeholders:</b></u> Sport Manager Regional Training and Education Administrators T & E Committee Chief Executive Sport Team

	<b><u>External key stakeholders:</u></b> Members Coaches Volunteers Organisers Officials
<b>Other</b>	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.

**Declaration:**

I confirm that I have read, accept and understand the requirements of the role as detailed above:

Signed: .....

Date: .....