



# ***BE PART OF IT***

## **JOB ROLE:**

**Sport Team and Performance Administrator  
Permanent Contract**

## ABOUT US...

British Showjumping is an Olympic Sport and competes under the Team GBR banner at least once a year whether it be at the European Championships, World Equestrian or Olympic Games.

Looking after the sport in Great Britain, as its governing body, British Showjumping formulate the rules and codes of practice under which all affiliated competitions are held. Our purpose is to improve and maintain standards of showjumping, while encouraging members of all standards and at all levels to enjoy fair competition over safe and attractive courses.

British Showjumping has classes to cater for all Levels of ability whether individuals simply want to compete occasionally at weekends over a 70cm course or on the global stage.

We manage more than 3,000 shows each year providing a safe, structured and progressive environment for people to enjoy the sport within.



# ABOUT THE ROLE



British Showjumping is the governing body for the sport in the UK, excluding Northern Ireland. We aim to encourage greater and more active participation across our sport, supporting consistent high performance at all levels.

Reporting to the Head of Training & Development, the **Sport Team and Performance Administrator** is responsible for supporting all areas of the sport with any tasks required to enable them to fulfil their function.

The Sport Team and Performance Administrator will be responsible for carrying out a wide variety of administration tasks and must have an ability to be organised, accurate, efficient and good at following instruction.

They will be required to communicate across departments and directly with service users.

# KEY ACCOUNTABILITIES



We are looking for a **Sport Team & Performance Administrator** to join our team at British Showjumping to provide organised and proficient support to all areas of the sport which will include:

- Administrative support
- Data entry through company systems following set procedures
- Assisting with administering the company online applications used by the Team
- Assisting with managing equine and athlete programmes
- Arranging overnight accommodation, refreshments and travel
- Attending to email correspondence
- Assisting with Officials and Coach compliance requirements including insurance, DBS, first aid, safeguarding
- FEI passport, entries and show schedules
- Communicating with all departments to assist with the smooth running of the Association
- Providing cover across departments as required
- Providing onsite administration cover when required at the National Training Centre

Any other related duties that are within the employee's skills and abilities whenever reasonably instructed, remaining flexible to the needs of the business.

# Salary and Package



## Key details

Location: Office-based at Meriden Business Park, Copse Drive, Meriden, West Midlands, CV5 9RG

Working location: Full time; office based at the above location

Salary: up to £25K dependent on experience

Full time: Monday – Friday (9am–5pm) 35 hours per week

Holidays: 22 days per annum, not including UK bank holidays

**Interested parties should apply as soon as possible. We reserve the right to close the application process early, if we receive enough suitable applicants.**

**Ideally, applicants should already have the right to live and work in the UK.**

# PERSON SPECIFIC



## KNOWLEDGE & EXPERIENCE

Essential:

- Experience of organising schedules and managing calendars
- Evidence of being a Team player
- Evidence of managing a varied workload

Desirable:

- Knowledge of equestrian sport
- Experience of providing administrative assistance within a busy department.

## SKILLS & ABILITIES

- Excellent oral and written communication skills
- Ability to work well both independently and within a team
- Excellent interpersonal skills
- Proficient in Microsoft Outlook and Office, specifically Word, Excel and PowerPoint
- Strong administrative skills and a methodical approach to handling tasks and meeting deadlines
- Ability to cope with pace, setbacks and change
- Full current British driving licence with access to transport

## PERSONAL STYLE & BEHAVIOUR

- A positive, can-do enthusiastic attitude
- Shows initiative and is willing to take decisions within accepted parameters
- Excellent attention to detail and a methodical and organised approach to work
- Flexible, able and willing to work outside normal working hours

**To apply please send a covering letter with CV by email to [stephanie.toogood@britishshowjumping.co.uk](mailto:stephanie.toogood@britishshowjumping.co.uk)**

*Closing date for applications: midday Wednesday, 10 January 2024*

**British Showjumping, Meriden Business Park, Copse Drive, Meriden, West Midlands, CV5 9RG**