

Role:	World Class Performance Pathways Coordinator (Maternity leave cover)
Position:	Full time – 35 hours
Location:	Abbey Park, Stareton, Warwickshire
Salary:	£ 28 - 32k (depending on experience) plus Pension, Health Insurance

An exciting new opportunity has arisen to join British Equestrian (BEF) to support our World Class function for a fixed term Maternity leave cover.

Context

British Equestrian (BEF) is the National Governing Body for Equestrianism in the UK, affiliated to the FEI and supported by UK Sport and Sport England. The organisation has 19 Member Bodies reflecting the interests of a very broad spectrum of equestrian sports and activities, ranging from Olympic and Paralympic competition to equine welfare, trade and recreational riding. Within the British Equestrian Federation's portfolio is the UK Sport funded World Class Programme and the Sport England Talent funded programmes.

The World Class Programmes' focus is on three key areas; firstly, identifying athletes with potential for the future; secondly, developing horse and rider combinations with potential to deliver on the world stage; and thirdly, producing performance on the World stage. The World Class Programme (WCP) therefore fits into three conjoined areas: Podium Potential Pathway (P3), Podium Potential (P2) and Podium (P1). These programmes work closely with the three British Equestrian Federation Olympic Member Bodies; British Dressage, British Eventing and British Showjumping Youth programmes and assist through coach development.

The Podium Potential Pathway (P3) is supported by both UK Sport and Sport England and has been brought into the performance pathway. The programme looks to identify, support and develop athletes who demonstrate the potential to progress to Podium Potential in the future, by providing education to develop the foundation skills required for future performance. The two-year programme provides selected riders with the opportunity to have access to top equestrian specialists including: international coaches, human sport science and medicine practitioners (physiotherapists and psychologists) and equine sport science and medicine practitioners (farriers, saddlers, vets and equine physiotherapists) via a series of squad training sessions. Those athletes within Podium Potential Pathway who achieve the top-level performance standard, may be eligible for an Athlete Performance Award from UK Sport, which would give them access to the wider programme support available (as received through Podium and Podium Potential squads). The programme covers Dressage, Showjumping, Eventing & Para-Equestrian Dressage.

The funding from Sport England also supports other Youth and Talent initiatives that support coach education and the development and transition of youth Olympic discipline and Para-Equestrian riders into the equestrian performance pathway.

Purpose of the Role

To provide coordination and administrative support to the World Class Programme Head of Performance Pathways (HOPP) to deliver the Sport England & UK Sport outcomes through the World Class Podium Potential Pathway programme (WCP3) and England Talent Pathway (ETP).

- To liaise with the Olympic Disciplines (ODs), the WCP3 Discipline Coaches (DCs) and Pathway Managers (PWM) on behalf of the HOPP as required to co-ordinate training days for 11 Pathway Programmes within the UK Sport/Sport England portfolio of funding.
- To liaise with the key stake holders and other organisations on behalf of the HOPP as required.
- To support and promote the ETP and WCP within the BEF.
- To provide further administrative support to the WCP and BEF activity when required.

Specific Responsibilities

- To work in consultation with the HOPP to administrate, coordinate and deliver the ETP & WCP.
- To support the coordination and logistical planning of training camps as required for the WCP.
- To support the coordination and logistical planning of the wider Sport England Talent funded programmes.
- To provide logistical support for Induction/Education/Media training days for World Class, Young Professional and Youth Pathway Coaching.
- Maintain central records as required for the effective delivery of the ETP & WCP.
- To monitor the Sport England Talent budgets centrally against squad days and update the HOPP on financial matters relating to the ETP.
- To maintain a central ETP & WCP training calendar and liaise with DCs, ODs, Key Stakeholders and HOPP when planning ETP & WCP3 dates.
- To maintain minutes of meetings as required for the effective delivery of the WCP Performance Pathway.
- To coordinate, and where necessary, lead on national programme delivery days when HOPP is unable to be present.
- To represent HOPP at committee meetings on behalf of BEF when unable to be present.
- To provide administrative support to the Talent Development Action Team.
- To provide administration support to the wider World Class Programme (WCP) when required including email enquiries, database support, administration support at World Class days.

This is not an exhaustive list, rather a guide to the requirements of the role.

Person Specification

Qualifications, Knowledge, and Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Educated to degree level or equivalent practical experience in high performance sport. • Proven use of IT systems and a high level of competency in the use of MS Office, including Word, Outlook and Excel. • Good verbal and written communication skills. • Hold a full driving licence and have availability to travel to training camps as required. 	<ul style="list-style-type: none"> • Experience of working in a coordination role. • Experience of equestrian sport or elite sporting environments. • Experience of working in a multidisciplinary team of professionals and volunteers. • Experience of supporting committees and working with external partners. Experience of working within the performance environment. • Experience of creating a team environment.
Behaviours and Skills	
<ul style="list-style-type: none"> • Personal integrity and the ability to invoke trust and respect from others. • The ability to self-manage time to ensure the effective delivery required for the role. • Be an excellent team player who takes a collaborative approach within a cutting edge inter-disciplinary team. • Have exceptional relationship management skills and a desire to contribute to the development of a collaborative culture and cohesive team. • Be a proactive contributor to knowledge sharing and development across the organisation to advance world-class high-performance support. • Excellent attention to detail and record keeping. • Ability to maintain a professional approach in high pressure environments. • Ability to manage challenging situations in an appropriate manner. • Provide a model for a healthy, trusting relationship through clear and appropriate communication and active listening. • Able to use own initiative, self-motivated and committed to ongoing personal development and training. • A team player with an ability to deal with all members of the organisation in a professional and friendly manner. • A “can-do” attitude and a willingness to be adaptable to meet the needs of the business. 	

This role will include out of hours working as well as travel within the UK. A willingness to work irregular hours and travel within the UK with overnight stays and weekend work is therefore essential.

As the needs of the business change this role will change accordingly, therefore this document should be viewed as a guideline which may be subject to change.

How to Apply

If you think this is a role you'd be passionate about, please apply through the following link at Be Applied:- <https://app.beapplied.com/apply/vngqfoqtyj>

Closing date for applications will be Tuesday 2 April 2024 (12 noon). First stage Interviews to be held virtually on 18 April 2024. Second stage Interviews to be held in person on 25 April 2024.

British Equestrian is committed to becoming a more diverse and inclusive organisation to bring new and different perspectives to our work. So that we can more closely reflect UK society, we particularly encourage applications from individuals within groups which are currently underrepresented within our organisation and include candidates from ethnically diverse communities, candidates with a disability, candidates from the LGBTQ community or from underserved communities.

For further information regarding the role please contact:

<mailto:melissa.kinrade@bef.co.uk>