



## **BEF Club & Coach Development and Regionalisation: Recruitment Opportunities**

The British Equestrian Federation (BEF) has developed considerably in recent years. It is a large sporting governing body representing and working with 16 independent Member Bodies with 224,000 members. It is a UK Sport priority sport, a highly successful medal-winning sport, and seeks to provide leadership in an industry that has 4.3 million riders, drivers and vaulters. We seek to contribute further to the future of equestrian sport and leisure by extending our reach throughout Britain; in particular at this time by regionalising our focus of delivery in England. In February 2007, with a focus on increasing and sustaining lifelong participation, the BEF produced a *BEF Club, Coach and Participant Development Plan*, which has been awarded a considerable sum from Sport England to support its implementation through to March 2010. We therefore now seek to employ the following:

- BEF Head of Regional Development (x1) – full-time
- BEF Regional Development Co-ordinator (x4) – part-time.

Information regarding these roles is as follows:

### **BEF Head of Regional Development**

**Organisation:** British Equestrian Federation

**Salary:** Circa £35-40k depending on the candidate

**Location:** Based from your home initially. BEF office is at Stoneleigh, Warwickshire. National travel required

**Type of Contract:** Fixed-term to March 2010 initially.

#### **Job Description - Your role:**

This is a national post reporting directly to the Chief Executive. The role is primarily to deliver the *BEF Club, Coach and Participant Development Plan* in England which aims to increase and sustain lifelong equestrian participation in many forms through a region-by-region approach. It involves managing five Regional Development Co-ordinators (of whom four will be new) and several new 'staff coaches, while also delivering your part in overall BEF priorities, including Volunteering and Home Country co-ordination responsibilities. You will become a colleague of several other BEF Heads of Department and those in our Member Bodies.

#### **You should have:**

You should have solid experience of the sports development industry in the UK, and you will be an accomplished development manager with several years' management and development experience, with proven ability to:

- work effectively on your own initiative and in leading and managing sizeable, disparate teams and projects
- work effectively with a range of public and private stakeholders at national and regional level
- recruit and establish successful teams
- inspire and facilitate groups and co-ordinate tasks effectively
- line manage several staff, preferably remotely
- travel extensively when required
- manage financial and human resources on a suitable scale

- manage successfully a range of complex relationships in a fast-moving environment
- deliver specific results and demonstrate full accountability for people, outcomes and budgets to a range of stakeholders.

Experience in the equestrian environment would be helpful, but is not essential.

A full job description is available on the BEF website at [www.bef.co.uk](http://www.bef.co.uk).

We anticipate that, if possible, the successful applicant will be part of the interview panel for the Regional Development Co-ordinator posts.

**How to apply:**

The BEF welcomes applications from all sections of the community. Please apply by emailing your CV (ensuring you address all the questions on the BEF Application Form (see [www.bef.co.uk](http://www.bef.co.uk))), a covering letter, details of current remuneration and relevant contact details by 1pm on the closing date to Colin Wilson at the following email address: [colin.wilson.pp@ntlworld.com](mailto:colin.wilson.pp@ntlworld.com). Please quote: *Job Reference HoRD* and please let us know if you have any special requirements in terms of access/facilities that we need to consider.

Please direct queries regarding this position to Colin Wilson at [colin.wilson.pp@ntlworld.com](mailto:colin.wilson.pp@ntlworld.com).

Short-listing and interviewing will take place as soon as possible after the closing date. Please ensure that you indicate clearly on your CV a telephone number where you can be contacted during office hours.

**Closing Date:** Monday 16 July 2007

**Interview dates:** To be confirmed.

## BEF Regional Development Co-ordinator

**Organisation:** British Equestrian Federation

**Salary:** Circa £22-27k (pro-rata) depending on the candidate

**Location:** Based from your home. BEF office is at Stoneleigh, Warwickshire. Regional and some national travel required.

**Type of Contract:** Part-time (18 hours per week approx). Fixed-term to March 2010 initially.

**Job Description - Your role:**

Reporting to the Head of Regional Development, these posts are planned to cover two Sport England regions each on a half-time basis (not including London where plans are already in place through our existing London 2012 Legacy agenda). While our planned geographical model is as follows, we may be open to flexibility depending on the geography and preferences of applicants:

- North West and West Midlands
- North East and Yorkshire
- East Midlands and East
- South West and South East.

The role is primarily to provide a single and effective interface for the BEF at Regional level between sports development agencies and the BEF (including all its Member Bodies) in the region. In this way, BEF national strategies, including the *BEF Club, Coach and Participant Development Plan*, will be delivered effectively in your area. You will liaise, co-ordinate and network many agencies and individuals who have a stake in the future of equestrian sport and leisure, and you will work closely with Member Body representatives and the new BEF Regional Staff coaches. You will also provide a lead to projects on a national basis depending on your expertise and abilities.

**You should have:**

You should have solid experience of the sports development industry in the UK, and you will be an accomplished development officer/co-ordinator with several years' development experience, with proven ability to:

- work effectively on your own initiative and in disparate teams and projects
- network effectively a range of public and private stakeholders with varying geography and priorities
- inspire and facilitate individuals and groups, and co-ordinate tasks effectively
- work closely with colleagues towards positive outcomes, sometimes in difficult circumstances
- travel extensively as needed
- manage financial resources and be responsible for six-figure budgets
- direct human resources as appropriate
- manage successfully a range of complex relationships in a fast-moving environment
- deliver specific results and demonstrate full accountability for people, outcomes and budgets to a range of stakeholders.

Experience in the equestrian environment is preferable, but not essential.

A full job description is available on the BEF website at [www.bef.co.uk](http://www.bef.co.uk).

**How to apply:**

The BEF welcomes applications from all sections of the community. Please apply by emailing your CV (ensuring you address all the questions on the BEF application form (see [www.bef.co.uk](http://www.bef.co.uk))), a covering letter, details of current remuneration and relevant contact details by 1pm on the closing date to Colin Wilson at the following email address: [colin.wilson.pp@ntlworld.com](mailto:colin.wilson.pp@ntlworld.com). Please quote: *Job Reference RDC* and state your preference regarding regional geographic responsibility.

Please let us know if you have any special requirements in terms of access/facilities that we need to consider.

Short-listing and interviewing will take place as soon as practicable after the closing date. Please ensure that you indicate clearly on your CV a telephone number where you can be contacted during office hours.

**Closing Date:** Monday 16 July 2007

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