

JOB DESCRIPTION



1. TITLE

Development Officer (North & East)

2. OVERALL PURPOSE OF THE ROLE

Reporting to the Regional and Volunteer Manager, the Development Officer is responsible for:

- Representing British Dressage, often being the first point of contact within their region and acting as a positive ambassador for the organisation.
- Leading the delivery of membership recruitment and retention initiatives within the region, developing a strong identity, association, and sense of community.
- Delivery of stakeholder engagement and communication from the centre to the region's members and vice versa.
- Working closely with Head Office to develop, promote and support BD activities.
- Supporting BD venues and organisers to provide a high-quality experience for all members.

The Development Officer will be required to work closely with and under the guidance of the Regional Committee, which includes a Chairperson and voluntary representatives for specific technical areas. In turn, the Development Officer and the Regional Committee work to support the direction provided by the Board and Technical Committees.

3. MAIN RESPONSIBILITIES

Ensure that all activities in the region allocated to the role support the delivery of BD's Strategic and Operational Plans:

- Work with the Regional Chair to lead the Regional Committee, ensuring effective communication with Regional Representatives, BD staff and Technical Committees.
- Ensure corporate instructions and guidelines, including BD operational policies and procedures, are implemented consistently across all regional activities.
- Act as the budget holder for all regional activity, ensuring effective monitoring, timely reporting and delivery on budget, according to BD's financial regulations.

Take a key role in the ongoing development of BD in the regions allocated to the role:

- Develop and promote British Dressage in the regions to increase and maintain BD membership. Act as a point of contact for both existing and potential members.
- Develop and promote British Dressage in the region to facilitate stakeholder engagement and sense of community through organised BD activities.
- Work with the relevant Technical Committees to develop, test and implement new ideas and activities within the framework of the BD Strategic and Operational Plans.
- Promote the sport of dressage in the regions to increase awareness and understanding, as well as raise the standards of delivery and customer service.
- Ensure that all BD activity in the regions is well-organised, cost effective, adds demonstrable value and is appropriate to the needs of the membership.
- Facilitate the delivery of a range of activity based on the needs of region, in line with priorities agreed with Head Office departments and Technical Committees.

- In conjunction with the Regional & Volunteer Manager, develop innovative and creative new approaches and pilot initiatives to support the delivery of regional activity.
- Identify and develop opportunities to work in partnership with venues, organisers, coaches and external providers to deliver training activities in person or online.
- Support and facilitate the delivery of dressage competitions in the regions. Administer organisers' meetings and co-ordinate fixture allocations with venues.
- Undertake venue visits and assessments, process new venue applications and support venues within the regions to provide a high-quality service for all members.
- Oversee the selection of teams to represent the region at regional competitions, attending events and ensuring that members are fully supported.

Ensure effective communication across the allocated region:

- Advertise and promote regional activity through the administration of regional pages on the BD website, BD magazine, social media channels and regional newsletters.
- Monitor and evaluate the success of BD's activities in the region, including providing regular reports to inform regional activity and influence future policies and practices.

Any other task reasonably requested by the Regional and Volunteer Manager, Head of Sport, or the Chief Executive.

4. REQUIREMENTS FOR THE ROLE

Knowledge / Experience

- Good knowledge of the equestrian sector, specifically affiliated dressage
- Proven track record in a similar developmental or administrative role
- Experience working with volunteers and / or a complex stakeholder network
- Reside within the BD North and East region
- Valid current driving licence and own transport
- IT literate with experience of Microsoft Office
- Ability to work from home

Personal Skills / Characteristics

- Excellent organisational and administrative skills
- Equally adept at working independently or as part of a team
- Structured and diligent approach to work, with excellent attention to detail
- Highly personable and diplomatic, with ability to build strong professional relationships
- Positive, enthusiastic, and proactive self-starter, with a 'can do' attitude
- Works well under pressure, able to multi-task, prioritise and work to tight deadlines

5. REPORTING

Line Manager: Regional and Volunteer Manager