

Head of Operations

British Dressage (BD) is the National Governing Body for the Olympic and Paralympic sport of dressage. We offer competitions and training opportunities for riders at all levels, from grass roots to elite level. An exciting opportunity has arisen to join our senior management team as Head of Operations, based at our head office in Meriden, working on a hybrid basis.

This pivotal role is responsible for the day-to-day management of BD's operations, ensuring the organisation runs smoothly and efficiently. As a member of the senior management team, the Head of Operations will report to the Chief Executive and will provide oversight to the key business functions and assume line management responsibilities of the IT team.

As Head of Operations, you will lead the development and implementation of robust operational and HR policies and procedures that align with the organisation's strategic goals and legal obligations. You will oversee internal processes and performance frameworks to ensure that British Dressage operates efficiently and effectively, while fostering a culture of continuous improvement. This includes managing recruitment and onboarding of staff members and ensuring compliance with the staff development and performance management schedules and systems.

You will also be responsible for coordinating office facilities, IT systems, and supplier relationships, ensuring that the infrastructure supports the evolving needs of the organisation and its members. In addition, you will ensure compliance with all relevant regulations, including health and safety, data protection, cyber security, and risk management.

A key part of the role involves championing effective communication and collaboration across departments and stakeholders, both internally and externally. You will play a central role in driving innovation and operational excellence, identifying opportunities to enhance efficiency through technology and process improvements, while maintaining the highest standards of business governance and service delivery.

We are looking for a dynamic and experienced leader who can inspire and motivate teams, drive operational excellence, and uphold the highest standards of business governance and customer service. The successful candidate will be equally comfortable working at both strategic and operational levels, with a proven track record in managing complex projects and multi-stakeholder environments. An effective team player, you will be a motivated self-starter, who is equally adept at working independently. Excellent communication skills are essential, with the ability to build strong professional relationships.

For more information, including a full job description, please visit www.britishdressage.co.uk.

To apply for this position, please send a covering letter outlining your suitability for the role and provide a copy of your CV by email to jobs@britishdressage.co.uk. Please include details of your current remuneration package, employment status and notice period.

Suitable candidates may be interviewed before the closing date and British Dressage reserves the right to withdraw the position if an early appointment is made.

Salary: c.£65,000, subject to experience.

Closing date for applications – Friday 14 November 2025

First round of interviews: weeks commencing 17 & 24 November.

Final interviews: Tuesday 2 December.