

Training and Education Coordinator

An exciting new opportunity has arisen to join our Training and Education team, with the successful candidate playing an integral role in helping to deliver our workforce and education strategy, coordinating the apprenticeship programmes and developing engaging added value learning and development opportunities.

British Dressage is the National Governing Body for the Olympic and Paralympic sport of dressage in the UK. There has never been a more exciting time to join the team at British Dressage and be part of the most popular equestrian sport. Following 15 years of international success, the sport is enjoying a profile like never before, with over 18,500 members taking part in more than 2,500 days of affiliated dressage competition every year.

Based at our Head Office in Meriden, West Midlands, with the option of hybrid working available. The Training and Education Coordinator will work closely with the Training and Education Team to deliver the workforce and member education strategy, supporting the delivery of over 4,500 training bookings per year across the various qualifications and CPD activities.

The Training & Education Coordinator will coordinate the continuous professional development opportunities and other added value training activities, working closely with programme leads to ensure a high-quality experience for learners. They will also have day to day responsibility for supporting the delivering of other education activity for our coaches and officials, as well as some of our outreach programmes.

This is a busy and varied role where good communication, interpersonal and organisational skills are essential, along with a proactive 'can do' attitude. The successful candidate will have excellent attention to detail, even when coordinating numerous training activities simultaneously. The ability to multi-task while taking a diligent, structured approach is vital.

Due to the nature of our sport a flexible approach to working is necessary, including working some weekends and evenings as required. As the successful candidate will have the option of hybrid working, a suitable home working environment and good internet access is essential. A full clean driving licence and a willingness to travel as necessary is also essential. For more information, including a full job description, please visit www.britishdressage.co.uk.

To apply for this role, please send your CV and a covering letter outlining your suitability for the role by email to jobs@britishdressage.co.uk.

Salary from: £24,000 – 25,000, subject to experience

Hours: Part or full time considered, 28 to 35 hours per week (over 4 or 5 days, negotiable)

Closing date for applications: 12.00 midday on Monday 21 July

Interview date: w/c 28 July 2025

BD is an equal opportunities employer where we value diversity and are strongly committed to providing equal opportunities for all employees and all applicants for employment.