ROLE DESCRIPTION

1. TITLE

U21 Assistant Chef d'Equipe

2. OVERALL PURPOSE OF THE ROLE

The primary purpose of this role is to support and assist the Senior Chef d'Equipe in co-ordinating the development of British Dressage Under 21 international athletes and pony/horse combinations to represent Great Britain, either individually or as teams at FEI competitions, in line with the U21 Selection Policies.

The role includes attendance at training days, competitions, Foundation Academies and selection events. It also involves periods of time away from home to attend the pre-European Championships team camp and international competitions, as agreed with Senior Chef d'Equipe, BD International Director (ID) and U21 International Officer (IO).

The role of the Assistant Chef d' Equipe is to support and look after the welfare of the athletes at training sessions, international competitions and European Championships, as directed by the Senior Chef d'Equipe, ID and IO. Attendance is paid on a daily rate, plus travel and accommodation expenses.

The U21 Assistant Chef d'Equipe reports to the Senior Chef d'Equipe and ID, working closely with the Selectors, Coach Advisors, Head of Sport and U21 International Officer to support the logistics and operational planning for training camps, CDIs and FEI European Championships, including travel, accommodation and transport.

3. SPECIFIC RESPONSIBILITIES

- Attend training sessions, selection events, camps, international competitions, and FEI European Championships as required.
- Attend all International team meetings, including planning and review sessions.
- Travel with athletes to and from the relevant Championships, as required, coordinating logistics and operational planning, overseeing athlete and equine welfare, and maintaining regular communication with the Senior Chef d' Equipe and U21 IO.
- Undertake administrative tasks connected to the role in an accurate and timely manner, including being responsive to all email and phone requests.
- Maintain the highest standards of confidentiality and integrity at all times, championing the BD values of inclusivity, respect, welfare (human and equine) and teamwork.
- Encourage and promote an effective team culture, as well as act as a positive role model and ambassador for British Dressage.
- Provide input during the consultation and formulation of all U21 selection policies.
- Support the Senior U21 Chef d'Equipe and U21 IO, undertaking tasks as required.
- Assist with the promotion of and adherence to clean sport regulations and principles (human and equine), thereby ensuring all athletes compete within international and national equine anti-doping and medication control rules.

4. REQUIREMENTS FOR THE ROLE

Knowledge / Experience:

- Excellent current knowledge and experience of national and international dressage, with a strong CPD record on a range of equestrian topics.
- Excellent knowledge of BD and FEI Rules (including Equine Anti-Doping regulations).
- Good knowledge of elite sport and UK High-Performance systems, including the World Class Programmes.
- An understanding of the roles and responsibilities of key organisations within the sport, such as the BEF & FEI, as well as British Dressage.
- Strong people management, leadership, influencing and interpersonal skills.
- A BD Level 1 Steward qualification would be desirable, although not essential, as a course can be arranged on appointment.
- Computer literate, with access to a personal computer, internet and email.
- Driving licence and access to own car.

All Under 21 officials are required to have knowledge of the British Dressage and BEF Safeguarding Policy, will be required to have a Disclosure and Barring Service check and also attend an Equine Safeguarding course. These will need to be updated every three years.

Personal Skills / Characteristics:

- Ability to work effectively as part of a multi-disciplinary team, in order to generate effective, communication and positive interaction between all parties.
- Handle sensitive and confidential information in a way that encourages trust, confidence and respect amongst the athletes, parents and owners.
- Excellent organisation skills, with experience in operations and logistics planning.
- Ability to work in close consultation with all relevant stakeholders to achieve agreed targets, objectives and goals, within set deadlines.
- Personable and able to build positive, professional and supportive working relationships with a diverse range of people.
- Confidential, honest and trustworthy, with a high level of integrity.
- An effective ambassador for British Dressage, representing the high standards and values of the organisation.

5. REPORTING

Line Manager: Head of Sport, with additional reporting to the BD International Director and Under 21 International Officer.

6. RENUMERATION

It is anticipated that this contracted role will involve circa 40–42 days per annum, including extensive UK and overseas travel to support training weekends, international competition, and European Championships. A competitive day rate would be payable for contracted dates, plus expenses. Contracts are awarded on a rolling annual basis with a review in the autumn.