

World Class Programme Operations & Logistics Co-ordinator role description

Role: World Class Programme Operations & Logistics Co-ordinator

Position: Full-time

Location: Primarily office based at Abbey Park, Stareton with some home-based working

Salary range: £28,000–£32,000 plus medical cover and generous pension scheme

Reporting to: World Class Programme Head of Operations & Logistics

Reporting to the World Class Programme Head of Operations & Logistics, the World Class Programme Operations & Logistics Co-Ordinator will:

- Work alongside World Class Programme staff in providing administrative support for the overall operation of the UK Sport and National Lottery-funded Equestrian World Class Programme.
- Work alongside World Class Programme staff and consultants to assist with planning and execution of squad training sessions and international competition attendance, including all associated administration.
- Work alongside World Class Programme staff and consultants to provide operational support for the logistical planning and delivery of the British Equestrian Team for Games and Championships, and other major events in accordance with agreed budgets.
- Work with the Anti-Doping Programme Manager to ensure that World Class Programme staff and consultants, athletes and grooms have completed relevant anti-doping education and training, both human and equine.
- Support the Head of Operations & Logistics in maintaining excellent relationships with British Equestrian partners, sponsors and suppliers.
- Act as the lead on all team kit matters.
- Provide administrative support to World Class Programme working groups and functional area groups.
- Provide administrative support the Head of Performance Support as and when required.

What you'll do:

International Competition, Games & Championships

- Support and assist the Head of Operations & Logistics to ensure compliance requirements are met in relation to accreditation for the equestrian team and with arrangements for the allocation of such accreditation.
- Support the Head of Operations & Logistics in the processes required to ensure appropriate travel and accommodation requirements for equestrian athletes, support staff, owners and grooms are planned and delivered to the highest service delivery standards.
- Provide support and assistance in the successful delivery of the equine shipment logistical plan, including pre-travel and arrival requirements, liaison with shipping agents and with official feed supplier for export, arrivals and departures on venue, stabling plans and stable setup, container loading and dispatch.
- Organise the in-house logistics relating to equestrian preparation events for Games and Championships.
- Provide 'on event' support if needed at major events and Games.

World Class Programme:

- In conjunction with the Head of Operations & Logistics, work with the kit supplier on kit design, range, supply and distribution, including stock management, and picking, packing and despatch which will include lifting and moving boxes.
- Support the Head of Operations & Logistics on the kit ordering process and be responsible for the appropriate allocation of team kit across Olympic and non-Olympic disciplines. Update and distribute kit policy documents. Maintain distribution and stock records. Carry out stock checks.
- Support planning and booking of travel, accommodation, venues and catering for World Class Programme squad sessions, conferences and team training days within agreed budgets.
- Carry out dynamic risk assessments and complete all relevant paperwork at training and conference venues as required.
- Provide support as required to administrate athlete management with UK Sport.
- Support the maintenance of the World Class contacts, liaising with the Head of Operations & Logistics as appropriate to ensure the system is used consistently and correctly.
- Lead on all communication channels between the WCP and the support staff and athletes, for example WhatsApp groups and MS Teams.
- Minute/note taking at World Class Programme meetings.

Anti-doping:

- Support the Anti-Doping Programme Manager in implementing the ongoing education of World Class Programme athletes and support staff.
- Support the Anti-Doping Programme Manager to ensure that team athletes, support staff and athlete home teams have completed relevant education programmes ahead of Games and Championships.
- Undertake UKAD Advisor training.

This is not an exhaustive list, but a guide to the requirements of the role.

What you'll need to succeed:

Academic Requirements;

- A degree or similar-level qualification, or equivalent practical experience.

Experience / Skills;

- Good knowledge of the elite equestrian sport horse environment would be of benefit.
- Good knowledge of elite sport and UK High Performance systems, including World Class Programmes and, ideally, Olympic/Paralympic Games.
- Understanding of the roles and responsibilities of key organisations such as UK Sport, British Olympic Association, British Paralympic Association, BEF and BEF member bodies.
- Knowledge of the requirements of moving horses both in the UK and abroad.
- An excellent understanding of office management systems and MS suite.
- An excellent ability with Microsoft Excel and the handling of data.
- Strong time management and organisational skills.
- An ability to multitask and prioritise a busy workload to ensure efficient delivery of tasks.
- Excellent written and verbal communication skills.
- Extremely thorough and with excellent attention to detail.
- UKAD Anti-Doping Advisor qualification or willingness/knowledge to acquire.

Personal Characteristics;

- A team player with an ability to work with all stakeholders in a confident, professional and friendly manner.
- Adept at building and maintaining relationships.
- Solution-focussed with the ability to think outside of the box and react calmly and professionally to changing situations.
- A “can-do” attitude and a willingness to be adaptable to meet the needs of the environment.
- Resilient and willing to go the extra mile.
- Personal integrity and the ability to invoke trust and respect from others.
- Strong desire to seek constant improvement in tasks and in own self.
- An ability to work to tight deadlines and under pressure in a calm and professional manner.

This role will include out of hours working and at times long days and weeks as is the nature of elite sport. It will also involve travel within the UK and possibly overseas so a willingness to work long and irregular hours, particularly in the summer months, and travel both within the UK and overseas with overnight stays and weekend work, is therefore essential.

This is an incredibly rewarding role for the right candidate.

As the needs of the business change this role will change accordingly, therefore this document should be viewed as a guideline which may be subject to change.

If you think this is a role you'd be passionate about, please apply through the following link at Be Applied:- <https://app.beapplied.com/apply/ese06gseck>

Closing date for applications will be Friday 14th March 2025 (17:00). Interviews to be held w/c 24th March 2025.

If you would like to discuss the role in further detail, please contact melissa.kinrade@bef.co.uk

British Equestrian is committed to becoming a more diverse and inclusive organisation to bring new and different perspectives to our work. So that we can more closely reflect UK society, we particularly encourage applications from individuals within groups which are currently underrepresented within our organisation and include candidates from ethnically diverse communities, candidates with a disability, candidates from the LBTQ community or from under-served communities.