



## BRITISH EQUESTRIAN YOUNG PROFESSIONALS PROGRAMME 2022-2023

Young equestrian athletes reach an age where they need to make choices about their future employment. This 12month programme, funded by Sport England, supports equestrian athletes who are pursuing a career in the equestrian industry and continuing in the sport. The programme content is designed to support this transition process in both knowledge required and personal development skills to help an athlete thrive in the equine industry.

### Criteria for Applicants

- Applicants who are not in full time compulsory education and are between the ages of 19 and 28 are eligible to apply. An applicant's age will be calculated in accordance with FEI rules i.e. the age of the applicant on their birthday in the calendar year is treated as their age for the entire year. The only exception to this requirement is for Para-equestrian applicants who will be considered if they exceed the upper age limit due to the varying nature of disability.
- The Programme is funded by Sport England and to be eligible the applicant must reside in England and be a member of the relevant National Sporting Body (British Dressage\*/ British Eventing/ British Showjumping). *\*British Dressage and Para-equestrian dressage applicants who reside in Wales or Scotland should contact British Dressage regarding their application.*
- A place on the Young Professionals Programme will be offered on the strength of an individual's application. All successful applicants must be able to commit to the programme in full and will be required to sign a code of conduct. There will be 12 workshop days, with some days split to half days, and delivery will be a mixture of on-line and in-person during the 12month programme. By accepting a place offered, successful applicants have agreed to commit to attending the majority of workshops.
- An applicant will not be eligible for this programme if they are currently supported by the British Equestrian World Class Programmes (Podium, Podium Potential and Podium Potential Pathway).
- Riders are not eligible for this programme if they are currently serving a ban from competition because of a doping offence (equine or human) or an equine controlled medication offence.

# Person Specification

19-24 years	
Essential	Desirable
<p><b>Qualifications and Knowledge</b></p> <ul style="list-style-type: none"> <li>Be a full member of British Dressage (BD), British Eventing (BE) or British Showjumping (BS).</li> </ul> <p><u>British Dressage applicants:</u></p> <ul style="list-style-type: none"> <li>Competing at Medium level or above achieving a minimum of 66% and/or coaching riders at affiliated competitions at Elementary level or above.</li> </ul> <p><u>Para-Dressage applicants:</u></p> <ul style="list-style-type: none"> <li>Competing at the relevant grade in the Silver/Gold section and regularly achieving a minimum of 65% at affiliated competitions.</li> </ul> <p><u>British Eventing applicants:</u></p> <ul style="list-style-type: none"> <li>Current BE Level 2 Development Coaches or above and /or eligible to compete at Intermediate level or a higher level as set out in the BE Members' Handbook.</li> </ul> <p><u>British Showjumping applicants:</u></p> <ul style="list-style-type: none"> <li>Enrollment on a BSCC Level 2 coaching course, BSCC Level 2 or 3 BS coach Course Designing-Level 2 and Judging – Level 1).</li> </ul>	<p><b>Qualifications and Knowledge</b></p> <ul style="list-style-type: none"> <li>Hold or be working towards recognised Equestrian Industry Qualifications.</li> <li>An understanding of the National Sporting Body Rules and Regulations and knowledge of the competition structure.</li> <li>Proficient IT skills.</li> </ul> <p><u>British Dressage applicants:</u></p> <ul style="list-style-type: none"> <li>Have competed at a National/Winter Championship at Medium level or above or competed at a National Championship in a Young Horse or U21 Championship class. Preference will be given to most recent results.</li> </ul> <p><u>Para-Dressage applicants:</u></p> <ul style="list-style-type: none"> <li>Have competed at a National Para Championship in the silver or gold section or a Para Gold Semi-final. Preference will be given to most recent results.</li> </ul> <p><u>British Eventing applicants:</u></p> <ul style="list-style-type: none"> <li>Competing at CCI3L or above.</li> </ul> <p><u>British Showjumping applicants:</u></p> <ul style="list-style-type: none"> <li>Performance results at 1.30m and above.</li> </ul>
25-28 years	
Essential	Desirable
<p><b>Qualifications and Knowledge</b></p> <ul style="list-style-type: none"> <li>Be a full member of British Dressage (BD), British Eventing (BE) or British Showjumping (BS).</li> </ul> <p><u>British Dressage applicants:</u></p> <ul style="list-style-type: none"> <li>Have competed at a National/Winter Championship at Medium level or above or competed at a National Championship in a Young Horse Class. Preference will be given to most recent results.</li> </ul> <p><u>Para-Dressage applicants:</u></p> <ul style="list-style-type: none"> <li>Have competed at a National Para Championship in the Silver/Gold section or a Para Gold Semi-final. Preference will be given to most recent results.</li> </ul> <p><u>British Eventing applicants:</u></p> <ul style="list-style-type: none"> <li>Competing at CCI3L or above.</li> </ul> <p><u>British Showjumping applicants:</u></p> <ul style="list-style-type: none"> <li>Performance results at 1.35m and above.</li> </ul>	<p><b>Qualifications and Knowledge</b></p> <ul style="list-style-type: none"> <li>Hold or be working towards recognised Equestrian Industry Qualifications.</li> <li>An understanding of the National Sporting Body Rules and Regulations and knowledge of the competition structure.</li> <li>Proficient IT skills.</li> </ul>

Applicable for all ages	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Currently working within the equine industry in a professional capacity, for example:               <ul style="list-style-type: none"> <li>○ Running a yard/business (competition, training or breeding),</li> <li>○ Working as an apprentice in a professional yard,</li> <li>○ Coaching in equestrianism either employed or self-employed.</li> </ul> </li> <li>• Or, currently working in a supporting role within one of the Olympic disciplines, for example:               <ul style="list-style-type: none"> <li>○ Equine physiotherapy,</li> <li>○ Professional groom,</li> <li>○ Stud/breeding competition horses.</li> </ul> </li> <li>• Applicants' expertise and ability to be endorsed by personal references from industry professionals.</li> </ul>	<ul style="list-style-type: none"> <li>• A good technical understanding of producing horses.</li> <li>• Previously been a member of a recognised programme with either BEF, BD, BE or BS.</li> </ul>
Behaviours and Expectations	
<ul style="list-style-type: none"> <li>• Enthusiastic and motivated with a commitment to personal development.</li> <li>• Able to articulate goals and targets to enhance career progression.</li> <li>• Good interpersonal and communication skills with the ability to work with others.</li> <li>• An open and optimistic 'can do' approach.</li> </ul>	

## Application Process

- **Applications will open on Monday 20<sup>th</sup> June and close Sunday 31st July 2022** and will only be accepted during these dates. Late applications will not be accepted.
- To apply for the programme, an application form and a curriculum vitae must be submitted. This will give an opportunity for applicants to highlight relevant industry experience and their equestrian skills.
- Applicants are required to give two referees on the application form. Referees must either be a listed official or accredited coach of your National Sporting Body. References from friends or purely social acquaintances will not be accepted.
- The application form and a curriculum vitae template will be available to download from the BEF website from 20<sup>th</sup> June.
- After the closing date all applications will be assessed against the criteria and person specification. Those shortlisted will be notified by BEF within 21 days and invited to interview by the relevant National Sporting Body. If you have not been successful in your application, you will be notified by BEF within the same timeframe. Please note, we are unable to provide feedback to applications that are unsuccessful.

- Sample interview panel: (this can vary between Disciplines): up to two discipline specialists elected by your National Sporting Body and a representative of the BEF to ensure the process is delivered in a fair and consistent manner.
  
- Interviews for short listed candidates will be held on the following dates:
  - British Showjumping: 11<sup>th</sup> August 2022
  - British Dressage: 22<sup>nd</sup> and/or 23<sup>rd</sup> August 2022
  - British Eventing: 21<sup>st</sup> and/or 22<sup>nd</sup> September 2022

## EQUALITY POLICY

The BEF is fully committed to the principles of equality of opportunity and aims to ensure that no individual receives more or less favourable treatment on the grounds of age, sex, gender, disability, race, parental or marital status, pregnancy, religion or belief, sexual orientation and gender reassignment. This includes all those involved in whatever capacity - participants, employees, coaches, consultants, owners, officials, volunteers and spectators.

In addition, the BEF is committed to take action to encourage more diverse participants and workforce. We will ensure that people are selected for programmes on the basis of their suitability and are treated fairly.

Please help us to ensure that we adhere to this policy by completing an online equal opportunities monitoring form by visiting the following survey monkey page:

[Programme Equal Opportunities Monitoring Form Survey \(surveymonkey.co.uk\)](https://surveymonkey.co.uk)

Responses will be treated in the strictest confidence and the information you provide will be used only for statistical analysis to assist the BEF in evaluating its progress towards improvements in its diversity strategy.

## DATA PROTECTION

The British Equestrian Federation and the discipline member body to which your application relates (the "Member Body") undertake to respect the privacy of the individual and have implemented strict procedures to protect the individual's rights under the Data Protection Act 2018 and the General Data Protection Regulations ("Data Protection Legislation"). In order to deal with applications the BEF and/or the Member Body will hold, process and may disclose personal information (including sensitive personal data within the meaning of the Data Protection Legislation) provided by athletes in the application form for the purposes of efficiently processing applications for this programme. Full details of what information will be collected, processed and shared is set out in the Privacy Notice attached at Appendix 1.

Personal data will only be disclosed to third parties, unless required by law, with an individual's explicit consent. If your application is successful, personal data gathered during the application process will be transferred to a file which is personal to you and will be retained whilst you are on the Young Professionals Programme. We will then retain your email address for a further period of 12 months to contact you about future programmes. If your application is unsuccessful, the BEF will delete your records within two weeks of a selection decision being made.

## REASONABLE ADJUSTMENT

We seek to provide equal access to applicants for all programmes, ensuring that there are no unnecessary barriers and that any reasonable adjustments for applicants preserve the validity, reliability and integrity of the programme. If you require reasonable adjustment, please contact Georgie Wheeler at [georgie.wheeler@bef.co.uk](mailto:georgie.wheeler@bef.co.uk).

## APPLICATION PRIVACY NOTICE

As part of the application process for the Young Professionals Programme, the British Equestrian Federation (BEF) collects and processes personal data relating to applicants. The BEF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does the BEF collect?

For the application process the BEF collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;

- details of your membership with the relevant BEF member body (British Showjumping/British Dressage/British Eventing)
- details of your competition and training history;
- details of your employment/education history;
- information to confirm that you meet the eligibility requirements of the criteria, such as your nationality and age (date of birth);

The BEF collects this information in a variety of ways. For example, data might be contained in application forms or collected through interviews or other forms of assessment.

Data will be stored in a range of different places, including on your application record, in the Young Professionals Programme application process management systems and on other IT systems (including email).

#### Why does the organisation process personal data?

The BEF needs to process your data to properly assess your application for selection onto the Young Professionals Programme and to communicate with you whilst you participate in the programme should you be successful.

Processing data from applicants allows the BEF to manage the application process, assess and confirm an applicant's suitability for a place on the Young Professionals Programme and decide who should be offered a place on the programme. The BEF may also need to process data from applicants to respond to and defend against claims for non-selection under the criteria.

Processing Data from individuals participating in the Programme allows the BEF to effectively manage the programme and provide workshop sessions.

The BEF therefore has a legitimate interest in processing personal data during the application process and for keeping records of the process.

If your application is unsuccessful, the BEF will delete your records within two weeks of a selection decision being made.

#### Who has access to data?

Your information will be shared internally for the purposes of the application process. This includes members of the BEF's Performance Pathway Team and relevant member bodies if access to the data is necessary for the performance of their roles.

The BEF will not transfer your data outside the European Economic Area.

#### How does the organisation protect data?

The BEF takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees and members of the World Class Performance Pathway Team in the proper performance of their duties.

#### For how long does the organisation keep data?

If your application is unsuccessful, the BEF will delete your records within three weeks of a selection decision being made. If your application is successful, personal data gathered during the application process will be transferred to a file which is personal to you and will be retained whilst you are on the Young Professionals Programme. We will then retain your email address for a further period of 12 months to contact you about future programmes. You have the right to object to us retaining your contact details in this way and if you wish to do this, please contact Georgie Wheeler: [georgie.wheeler@bef.co.uk](mailto:georgie.wheeler@bef.co.uk).

#### Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the BEF to change incorrect or incomplete data;

- require the BEF to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the BEF is relying on its legitimate interests as the legal ground for processing; and
- ask the BEF to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the BEF's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Lynne Bailey at [Lynne.Bailey@bef.co.uk](mailto:Lynne.Bailey@bef.co.uk).

If you believe that the BEF has not complied with your data protection rights, you can complain to the Information Commissioner.

#### What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the BEF during the application process. However, if you do not provide the information, the BEF may not be able to process your application properly or at all.

#### Automated decision-making

Application processes are not based on automated decision-making.