

## ROLE DESCRIPTION

### 1. TITLE

**Sport Operations Director**

### 2. OVERALL PURPOSE OF THE ROLE

The Sport Operations Director is a member-elected role, working in a non-executive capacity to provide leadership and strategic direction to the sport operations team. This individual attends all Board meetings to advise on sport matters and participates in collective decision making. The Sport Operations Director also Chairs the BD Sport Operations Committee, working closely with the Chair and Chief Executive to ensure effective governance of the organisation.

The Sport Operations Committee is a sub-committee of the Board of British Dressage, set up for the purpose of devising and reviewing policy relating to rules, fixtures, sport structures and operations, and maintaining appropriate levels of competition nationwide at approved BD venues.

### 3. MAIN RESPONSIBILITIES

- Ensure that the Board has a good understanding of the needs and requirements of all members relating to the operation of the sport of dressage, including rules, fixtures, and venue requirements.
- In collaboration with the Sport Operations Manager, Sport Operations team, and the Sport Operations Committee, formulate and recommend new policy guidelines and propose development initiatives to the BD Board.
- Ensure that the Board makes balanced and objective decisions in relation to the matters that govern the sport, including competition structure and fixture policies.
- Chair the Sport Operations Committee meetings, of which there are four per year, and additional working group meetings where applicable.
- With the help of the Sport Operations Committee, formulate and recommend policy and guidelines to the BD Board.
- Ensure the competition needs of all members are met, and that there are clear and progressive pathways for all.
- Act in the best interests of British Dressage, in accordance with the Memorandum and Articles of Association, meeting its stated charitable objectives and in line with the Companies Act 2006.
- Monitor the performance of the Company and ensure that all targets and objectives within Sport Operations are met successfully, in line with overall strategy and policies.
- Act as a strong advocate and ambassador for the work of British Dressage and the wider equestrian community.
- Assist the Chair, Deputy Chair and Chief Executive of British Dressage as required.

## 4. REQUIREMENTS FOR THE ROLE

### Essential knowledge / experience:

- Extensive knowledge of equestrian sport, including a detailed understanding of the competition structures and rules in dressage, is essential for this role.
- The successful candidate will ideally have a proven track record as a participant in the sport, for example, as a volunteer, organiser, judge, rider, or coach.

### Additional requirements:

- Recent experience of being a Board Director and / or chairing committees would be advantageous.
- Experience as a Trustee or Committee Member in the commercial, voluntary, or public sector is preferable.
- A full member of British Dressage (or willing to become a member on appointment).
- IT literate, with access to a computer.
- Eligible as a trustee of a registered charity.

### Personal Skills / Characteristics

- Established reputation as a leader and strategic thinker, with a proven ability to operate in a professional capacity at senior level.
- Upholds the highest standards of integrity and adheres to the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, and leadership).
- Positive, enthusiastic, dynamic, and energetic self-starter.
- Team player who is willing to work collaboratively with all stakeholders and act as an effective ambassador for the sport.
- Experience of representing an organisation in a high profile or public facing role, including good presentation and public speaking skills.
- Strong communication, influencing and negotiation skills, with the ability to forge effective relationships with key stakeholder groups.
- A passion for dressage is considered essential for this position, while an active interest in equestrianism as a whole would also be advantageous.

British Dressage actively promotes diversity and welcomes applications from all parts of the community.

## 5. ADDITIONAL DETAILS

### Time Commitment

- There are six Board meetings per year (including 2 x two-day strategy sessions bi-annually).
- The Sport Operations Committee meets up to five times per year.
- Attendance at other ad-hoc meetings as required, including the Annual General Meeting in October, plus any additional membership meetings that take place at championship events.
- General guide to time commitment is circa two days per month.

### Term of Office

- Board Directors are eligible to serve two terms of four years, subject to re-election at the end of the first term.

### Remuneration

- The role is voluntary. Travel, accommodation and agreed out of pocket expenses will be paid in line with the British Dressage Expenses Policy.