**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Experience** | Relevant experience of equestrian sport.Experience of organising and conducting meetings. | Experience of national and regional sports structures. |
| **Skills and abilities** | Excellent communication and interpersonal skills and the ability to develop good working relationships with people at all levels. Ability to work flexibly and use own initiative.Natural team worker who will create a positive and creative environment.Collaborative partnership and team working skills.Good organisational skills.Ability to undertake duties in a professional manner.Ability to communicate using a wide range of delivery styles in order to ensure an effective message is promoted |  |
| **Knowledge** | Knowledge of British Showjumping. Enthusiastic with a passion for the sport and a positive attitude towards the future opportunities for Showjumping.Commitment to British Showjumping’s aims and ambitions.Willingness to undertake duties outside of normal working hours including evenings and weekends.Willingness to undertake training and development as required.Knowledge of confidentiality and data protection rules.Knowledge and understanding of equity and safeguarding children policies.Use of computer and access to internet with relevant IT skills. | Knowledge of classes, competition structures and qualifying procedures. |