



Job Title: Event Administrator

Reporting to: Event Director/Ass Event Director

Type of Contract: Full Time

Job Summary

The Defender Burghley Horse Trials is part of the Burghley Estate, a diverse business centred in Stamford, Lincolnshire. At the heart of the Estate is Burghley House, set within 1,500 acres of historic parkland. As well as the world renowned **5* Defender Burghley Horse Trials**, other business interests include Burghley House and Gardens visitor attractions and events, Burghley Park Golf Club, and a significant property portfolio.

This pivotal administrative role will form a core part of the team involved in delivering Defender Burghley Horse Trials. It will be a varied and engaging role with the possibility of career development. The job will be to support the team in all aspects of the event administration.

Key Responsibilities

- Assist Operations team with general administration of the operational delivery of the event.
- Liaise and co-ordinate contractor requirements pre and on event.
- Assist Event Director & Competition Manager with all aspects of communication and accreditation of officials, competitors, and owners.
- Producing event documentation as required – schedules, rotas, and daily orders.
- Oversee all competition-related information for the event programme.
- Ensure good communication across all stakeholder groups.
- Support the Box Office team with all aspects of ticketing.
- On event roles and responsibilities to be defined and agreed with Event Director and Assistant Event Director.

Skills

- Excellent verbal and written communication skills.
- Attention to detail.
- Strong administration skills.

- Proficient in the use of Microsoft Office (Outlook, Word, and Excel).
- Excellent organisational skills & time management with the ability to prioritize tasks and meet deadlines.
- Ability to plan and communicate effectively.
- Ability to multi-task and work effectively under pressure.
- Ability to manage own workload and be proactive in delivering your responsibilities.

It is essential that the role holder is prepared to work extended hours when required, specifically but not restricted to, the Competition Period, during which time annual leave will be restricted (mid-June – end October). The role holder must also adhere to BHT's policies, procedures, rules, and etiquette and be prepared and willing to assist with other duties as required by the Event Director. This is predominantly an office-based role at the Horse Trials Office at Burghley in Stamford.

Salary dependant on experience.

We particularly welcome applications from disabled and Black, Asian, and Minority Ethnic (BAME) candidates who are currently under-represented. We also welcome applicants from the LGBTQ+ community.

Timeline

Post advertised – Monday 16th December

Letter of motivation & CV's, including salary expectations – By Friday 10th January 2025.

Applications to – Jenny Preston via recruitment@burghley.co.uk

Interviews – Week of Monday 20th January 2025 to be agreed.

Appointment – By Friday 24th January 2025