



Job Title: Event Administrator
Accountable to: Event Director
Type of Contract: Full Time

Job Summary

The Land Rover 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* Land Rover 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 role will support all departments and team members with the planning, implementation and post-event activities involved in delivering Land Rover Burghley Horse Trials. It will be a varied and engaging role with the possibility of career development.

Key Responsibilities to include

To support the Competition Secretary

- Coordinate Sunday Main Arena activities including prize giving and R2R
- Coordinate requirements for CCI “special” prizes as required
- Coordinate Arena Displays for each day of the event
- Coordinate the Pony Club Team Jumping Competition and BSPS
- Coordinate farriers, commentators, and mounted stewards
- Assist with the coordination of all competition entries as required
- Assist with BYEH as required
- Producing Event documentation as required – Schedules, rotas, and daily orders
- Assist with maintenance of the Officials Hub
- Research and order merchandise as required

To support the Event Director

- Liaison with members of the BHTL committees including meeting arrangements and preparation of documentation
- Coordinate event social engagements with FEI and competition officials prior and on event
- Coordinate complimentary ticket allocation to include MEOA, BHPT Governors, Trustees, and additional estate staff
- Coordination of social engagements on event for Sponsors
- Prepare paperwork for regulatory bodies such as Ofcom licence

To support the Retail Secretary

- Liaise with trade stand holders regarding pre-event queries and organisation of relevant documentation
- Monitor other sporting and social events for advances that could be beneficial to Burghley Horse Trials

- Oversee the production of all trades and related material, both printed and digital
- Oversee all trade stand related information for the event programme
- Respond to enquiries from potential trades and holders

To support the Office Team:

- Weekly H&S/Fire checks
- Produce meeting minutes
- Health and Safety documentation as instructed by the Assistant Event Director
- Insurance documentation as instructed by the Assistant Event Director
- Despatch of passes as requested by the Assistant Event Director to include but not restricted to, contractors' passes, site team appointment letters and passes, XC team administration and coordination of BHT wristlets
- Research and organise non equestrian activities including but not limited to bands, dog show and face painting
- Assistance with the development of Glamping
- Telephone support
- Administrative support
- Coordination and printing of Event H&S printing (Go to Guide, Emergency contact card)

Skills

- Excellent verbal and written communication skills
- Attention to detail
- Strong administration skills
- Excellent IT skills including experience of Microsoft Office
- High level of numeracy
- Good organisation skills, time management and ability to work to deadlines
- Ability to work effectively under pressure
- Flexibility

This is a full-time position. It is also essential that the role holder is prepared to work extended hours when required, specifically but not restricted to, the Competition Period (mid-June – end October).

Salary dependant on experience.

Timeline

Post advertised – Week ending Friday 17th December

Letter of motivation & CV's, including salary expectations – By Monday 17th January 2022. Applications to – Jo Abraham via email jo@burghley-horse.co.uk

Interviews – Week of Monday 24th January 2022 to be agreed

Appointment – By Friday 4th February