

# Regional Education and Events Officer Role Description



**Role Summary** Our Regional Committees represent all the committees within their region. Providing opportunities for networking and sharing best practice among local committee chairmen and regional officers.

The British Horse Society committees are encouraged to organise and promote a number of education and event opportunities for equestrians and horse enthusiasts each year. By offering a variety of activities for people who care for and ride horses we aim to increase peoples' involvement and enjoyment of equestrian activities, expand equitation, care and welfare knowledge and to raise awareness, funds and support for the BHS and our charitable objectives.

As a Regional Education and Events Officer you would share best practice between local committees and provide guidance and support to local Education and Events Officers. Working with your National/Regional Manager you will identify opportunities that will benefit members and other equestrian enthusiasts in your region.

**What's in it for you** The focus of this role is supporting Education and Events Officers in your region. Enabling them to deliver events that build the equestrian skills and knowledge of people, have fun and get people involved with horses and the BHS. You will be building and supporting a team of like-minded people, having new experiences and building your skills and knowledge and those of your Education and Events Officers. You will also have the satisfaction of knowing that your efforts are supporting the charitable aims of the BRC.

**Main duties and responsibilities** You will support and represent the Education and Events Officers in your region. Your role will involve:

- Supporting the recruitment of Education and Events Officers in conjunction with local committees and your National/Regional Manager.
- Representing Education and Events Officers at Regional Committee Meetings and events.
- Sharing best practice between different areas in your region
- Supporting Education and Events Officers to run their events in accordance with the BHS policies and procedures.
- Providing summary reports for the Regional Committee
- Organising meetings of Education and Events Officers in your region
- Supporting your National/Regional Manager to coordinate attendance at shows and competitions across your area.
- Working with the Regional Marketing & Communications Officer and National/Regional Manager to promote your events and support BRC campaigns locally.

**Skills and Knowledge** Essential

- Experience of organising events to educate and entertain
- Experience of volunteering with the BHS
- Access to a computer with internet access
- Excellent communication and team working skills and experience of working with the public
- Passionate about the BRC, our work and our Education programme
- Equestrian knowledge

**Support** Your National/Regional Manager will support you throughout your role.

**Resources** You will need a computer with internet and email access and must be willing to receive email, telephone and written correspondence from the BRC, committee volunteers and organisations or individuals involved in your communications activities.  
The ability to travel and have access to a vehicle that you can use in your role would be essential.

**Your Commitment** We ask all our Regional Education and Events Officers to commit to a minimum of one year term. On average our officers contribute the equivalent of 1 day a month to the role, but this may increase at particular times of year. Due to the nature of the role it will require some evening and weekend meetings and events. It would be beneficial if you could attend your regional committee meetings and it is beneficial if you can play an active role in events and activities to collate and share news stories.

**How do I get involved?** Complete an enquiry form and your local National/Regional Manager will contact you to discuss the role.

**Notes** If you are involved in events involving young or vulnerable people you may be required to attend our safeguarding training and may need to complete a Disclosure and Barring Check. Those already involved in Education or other equestrian organisations are welcome but must follow our Conflict of Interest Policy.