

ROLE PROFILE

Development Officer (South West)



Job Purpose: The Development Officer role is a new position within the team and will support the Regional Manager in the South West of England.

The Development Officer will be accountable for building a strong BHS community and presence in Devon and Cornwall, recruiting volunteers to help deliver our core objectives around participation, education, welfare, access, and safety through a programme of events and engagement activities. You will often be the first point of contact with the Society; therefore, you need to be able to develop good working relationships with a diverse range of people. This will include members of the public, colleagues, volunteers, show organisers, riding school and livery yard proprietors, instructors and trainers and other organisations whose work impacts on the objectives of the Society.

You will receive mentoring support from the Regional Manager (South West) and line management support from the Development Director. This role will provide the postholder with a broad range of experience of the work of the BHS across all its charitable objectives and could provide a springboard for the right person to progress or specialise into other areas of the society's work.

Reports to: Regional Manager

Key Responsibilities and Accountabilities:

- Recruiting and supporting new volunteers to join the BHS in Devon and Cornwall to raise the profile of the BHS in the area; raising awareness of BHS volunteering opportunities.
- Under the guidance of the Regional Manager, creating and delivering a wide range of face to face and virtual activities, both directly and through local volunteer committees, which meet the needs of equestrians in your area and promote our charitable objectives e.g. CPD and training opportunities for those working towards BHS professional and recreational awards, lecture/demonstrations, educational talks, clinics, camps, and pleasure rides.
- Together with the rest of the Society, you will be responsible for growth and retention of the Society's membership, in the South West by promoting the benefits of being a member of the BHS and sharing an understanding of the charitable work of the Society in Education, Welfare, Safety and Access. This may be achieved through:
 - Attendance at events (national and regional) and talking to the public about professional qualifications, charitable objectives, and membership to promote their benefits.
 - Actively seeking opportunities to promote the Society.
- Providing a consistently high standard of service to members, non-members, partners, and the public in promoting the work of the BHS
- Collaborating with the Access Field Officer, Welfare Field Officer, and Business Support Manager in your area (where applicable) to deliver activities that further the BHS Access and Welfare objectives.
- Build a network of local partners in the equestrian community to further the aims of the Society and where appropriate work together to achieve common aims e.g. Local Authorities, The Police, Fire & Rescue Services, other equestrian bodies (Riding Clubs, British Dressage, British Eventing, British Show jumping, Pony Club, etc.)
- Encourage and support fundraising activities in the region to create local and national funds to support our charitable objectives.

- Support BHS key initiatives and roll out into your area as required, leading, and supporting volunteers to enable them to deliver BHS policies, plans and priorities, delivering BHS campaigns e.g. Ride Out UK. This includes promoting current vacancies and BHS volunteering as a whole.
- Act as the Role Coordinator for Chairs, Vice-Chairs, Secretaries, and Events and Education Officers in Devon and Cornwall, working with colleagues in the volunteer support team to resolve any challenges or conduct concerns and keeping volunteers up to date and informed of changes and developments on a national level via the committee structure, representing the BHS at Regional and Local Committee meetings.
- For volunteer roles where you are the Role Coordinator, provide cover in the event of vacancies.
- Processing or purchase orders and payments in accordance with the societies policies and procedures
- Attend Development Team meetings as required.
- Undertake mandatory training and CPD as required by the organisation.

Person Specification:

Essential Criteria

- Excellent understanding of the equestrian community/industry and the work of the BHS
- Experience in organising and running events including risk assessment and promotion.
- Experience of managing and working with volunteers and of volunteering
- Excellent communication and interpersonal skills.
- Ability to work alone and unsupervised but also a team player.
- Self-motivated, highly organised with a flexible approach to working hours as some evening and weekend work will be required.
- Willingness to travel extensively within and sometimes beyond Devon and Cornwall, including to Head Office in Warwickshire as required.
- Reside within the region.
- Full driving licence with own vehicle.
- Good IT skills. Word, Excel, PowerPoint, Teams, and social media administration
- Home office facilities with good connectivity

Desirable

- BHS professional qualification
- Experience in organising and running *equestrian* events including risk assessment and promotion.
- Experience of promotion and engagement via trade stands
- Experience of fundraising in a charitable organisation