

Role: Secretariat Assistant
Position: Part time, 30 hours per week
Location: Abbey Park, Stareton, Kenilworth, CV8 2XZ
Salary: £24,000 £25, 600 pro rata depending on experience.
Position includes medical cover and generous pension scheme

British Equestrian is the National Federation for horse sports in the UK, affiliated to the Fédération Equestre Internationale (FEI), the international governing body of equestrian sport supported by UK Sport and Sport England. We provide leadership, vision and support for equestrianism across Great Britain.

We are looking to recruit a Secretariat Assistant to join our small and supportive team. This role would suit someone who enjoys working with detailed information, following established processes, maintaining accurate records, and completing administrative tasks to a high standard.

Much of the role involves processing applications, updating databases, checking information against regulations, and ensuring records are accurate and up to date. If you enjoy structured work, working methodically, and taking pride in accuracy and consistency, this could be an excellent opportunity.

Purpose of the Role

The Secretariat Assistant reports to the Head of Secretariat and provides essential administrative support for the National Federation's international administration and equine passport services.

What you will be doing – Passport Services

The majority of this work follows established processes and procedures and requires a high level of accuracy and attention to detail.

- Process and monitor equine passport applications, maintaining records against established requirements and procedures.
- Carry out routine administrative activities relating to FEI and national passport procedures.
- Complete compliance checks against national regulations and FEI requirements.
- Run and upload daily Central Equine Database files following documented procedures investigating and resolving straightforward discrepancies within records.
- Prepare monthly passport reports.
- Respond to telephone and email enquiries.
- Escalate unusual or complex cases to the Head of Secretariat.

International duties

- Process FEI Veterinary and Equine Therapist applications in accordance with established procedures.
- Maintain accurate records and databases.

- Provide assistance to the Head of Secretariat with the administration of FEI schedules, calendars and rules revisions.
- Provide administration support for meetings, taking notes and maintaining accurate action logs.
- Respond to telephone and email enquiries.

What you need to succeed

Essential

- Enjoy working with detailed information and undertaking structured administrative tasks.
- Strong attention to detail and commitment to accuracy.
- Comfortable carrying out routine and repetitive tasks while maintaining quality and accuracy.
- Good computer skills, including Excel.
- Ability to organise work, manage deadlines and prioritise tasks.
- Ability to identify discrepancies and escalate issues when required.
- Reliable, dependable and conscientious approach to work.
- Good written communication skills.

Desirable

- Knowledge of equestrian sport or equine passports (training can be provided).

As the needs of business change, this role will change accordingly, therefore this document should be viewed as a guideline which may be subject to change.

If you think this is a role you'd be passionate about, please apply through the following link at Be Applied:- [Secretariat Assistant - British Equestrian - Applied](#)

Applications should be submitted by no later than 17:00 on Sunday 9 August 2026. Interviews will be held in the week commencing 17 August, with second interviews being held week commencing 24 August 2026.

British Equestrian is committed to becoming a more diverse and inclusive organisation to bring new and different perspectives to our work. So that we can more closely reflect UK society, we particularly encourage applications from individuals within groups which are currently underrepresented within our organisation and include candidates from ethnically diverse communities, candidates with a disability, candidates from the LGBTQ community or from under-served communities.

If you would like to discuss the role in further detail, please contact melissa.kinrade@bef.co.uk

