



Role:	Passport Administrator
Position:	Part time (25 hours a week)
Location:	Abbey Park
Salary:	£17,000 – £18,500 (pro rata to part time hours)

The British Equestrian Federation is the National Governing Body for Equestrianism in the UK, affiliated to the FEI and supported by UK Sport and Sport England. The organisation has 19 Member Bodies reflecting the interests of a very broad spectrum of equestrian sports and activities, ranging from Olympic and Paralympic competition, to equine welfare, trade and recreational riding. Equestrianism has huge public appeal within an extensive competitive and recreational landscape. Some 2.7 m people in the UK ride each year supported by a strong core of enthusiasts, spectators and volunteers, and creating a substantial market with major economic and social benefits. Equestrianism is a gender and age-neutral activity, enabling it to play a key role in creating a more active nation.

Purpose of the Role

The BEF is a Passport Issuing Office (PIO). Reporting to the BEF's Passport Lead, the Equestrian Passport Administrator will be responsible for the day to day administration of the BEF's passport functions.

What you will be doing

- Undertake and process all passport functions on the BEF Passport Database and the FEI Database whilst adhering to current GDPR policies
- Prioritise and track passports to ensure Defra's Minimum Operating Procedures' timeframes are met
- Carry out all administrative functions necessary in relation to FEI passport procedures to include issuing covering compliant national passports with FEI Recognition Cards, change of ownerships, import notifications, name changes, revalidations, duplicate Recognition Cards, microchip changes and cancellations advising FEI Passport Lead of any problems
- Undertake national passport compliancy checks in accordance with EU regulations, liaising with the FEI Passport Lead when anomalies are found
- Check national passports for compliancy with current FEI rules on equine influenza vaccination, microchipping, equine identification and FEI list of approved national passports
- Deal with passport telephone/email queries adhering to the procedures set within Defra's Minimum Operating Procedures
- Deal with Equine Flu telephone/ email queries taking into consideration current BEF advice
- Run the Central Equine Database system file daily and upload to their database. Monitor and deal with resulting activities.
- Assist with end of month financial reporting systems
- Check FEI monthly invoices
- Monitor missing FEI passport documents and chase where appropriate
- Identify and escalate passport problems to the FEI Passport Lead

- Assist the FEI Passport Lead and undertake ad hoc duties when required

What you need to succeed

- The ability to follow and apply detailed regulations/guidelines, attention to detail and accuracy are essential
- Excellent computer skills with experience of Excel and general data input
- Good planning and organisational skills with the ability to prioritise and meet timescales and remain calm under pressure
- Excellent interpersonal and communication skills
- A commitment to excellence and to delivering high quality customer service
- Collaborative team player with an open and consultative style and optimistic 'can do' approach
- A willingness to entertain new ideas and seize challenges that arise
- Personal integrity and the ability to invoke trust and respect from others

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

How to Apply

Interested applicants should complete the application form and send it, together with an up to date CV, to Jenalynn Ancliff, FEI Passport Lead, British Equestrian Federation, Abbey Park, Stareton, Warwickshire, CV8 2RH or email jen.ancliff@bef.co.uk by no later than 12 noon on the 11th July 2019.

Interviews will be held in the week commencing 15th July 2019.

The BEF positively seeks to achieve diversity in its workforce and applications from all candidates regardless of age, race, gender, gender identity, religion, sexual orientation, disability, or nationality are welcomed and encouraged.