

## **BRC Head Office Staff Roles 2015 v1 FOR CLUBS 24.02.15**

Any member of the BRC will be happy to help with any queries you may have, however these are the main areas of work for each person:

<b>Staff Member</b>	<b>Title</b>	<b>Main Job Roles</b>	<b>Usual Working Hours</b>	<b>Direct Tel Number / email</b>
Sarah Phillips	BHS Director of Participation	<ul style="list-style-type: none"> <li>• Overall responsibility of all participation departments; BRC &amp; Approvals (riding schools &amp; livery yards)</li> <li>• Communication between BRC and the Board of Trustees</li> </ul>	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 590 sarah.phillips@bhs.org.uk
Laura Sanger	Head of BRC	<ul style="list-style-type: none"> <li>• Day to day management of BRC</li> <li>• Contact for escalating complaints &amp; queries</li> <li>• Strategy &amp; development of BRC</li> <li>• Health &amp; safety, accidents, hat, vet and medical guidelines</li> <li>• Insurance queries</li> <li>• BRC Official Stewards management</li> </ul>	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 594 laura.sanger@bhs.org.uk
Rachael Holley	Competitions Manager & Editor Rider Magazine	<ul style="list-style-type: none"> <li>• Rider magazine</li> <li>• Sponsorship</li> <li>• Press liaisons</li> <li>• Competitions entries / rules queries</li> <li>• Overseeing all competition aspects &amp; paperwork</li> <li>• Championship preparation</li> </ul>	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 596 Rachael.hollely@bhs.org.uk
Jennie Pallett	Competitions Co-ordinator	<ul style="list-style-type: none"> <li>• Rule Book</li> <li>• Volunteers, officials and judges at Championships</li> <li>• Championship venues</li> <li>• Championship contractors</li> <li>• Committee meeting administration, queries and nominations</li> <li>• Organisation of awards (Leo Harris, Volunteer of the Year)</li> </ul>	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 593 jennie.pallett@bhs.org.uk
Annette Falkingham	Marketing & Promotions Co-ordinator	<ul style="list-style-type: none"> <li>• Centre membership scheme</li> <li>• BRC marketing</li> <li>• BRC website / Facebook / Twitter / YouTube</li> <li>• Championship programmes</li> <li>• Promotional materials for BRC and Clubs</li> <li>• Increasing membership / new Clubs &amp; Centres</li> <li>• Championship reviews</li> </ul>	Mon-Weds 0835-1700	02476 840 599 annette.falkingham@bhs.org.uk

Louise Nicholls	Membership Administrator	<ul style="list-style-type: none"> <li>• BRC Membership &amp; cards</li> <li>• New Clubs and affiliation and disaffiliation / Club merges</li> <li>• Club invoices &amp; payments</li> <li>• Maintaining Club personnel records</li> <li>• Centre membership queries &amp; administration</li> <li>• Safeguarding for Clubs</li> </ul>	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 598 louise.nicholls@bhs.org.uk brcmembership@bhs.org.uk
Carla Jones	Competitions Administrator	<ul style="list-style-type: none"> <li>• Prelim entries</li> <li>• Stewards / organisers packs</li> <li>• Scoring materials &amp; rosettes</li> <li>• Qualifier dates</li> <li>• Downgrading</li> <li>• Results</li> <li>• Eligibility checking</li> <li>• Championship invites</li> </ul>	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 597 carla.jones@bhs.org.uk brccompetitions@bhs.org.uk
Elinor Morgans	Training Administrator	<ul style="list-style-type: none"> <li>• BRC training assessments</li> <li>• Organisers &amp; Stewards Book</li> <li>• BRC dressage tests</li> <li>• BRC judges panel &amp; training</li> <li>• BRC training in Areas</li> <li>• Area training grants</li> <li>• Trophies &amp; prizes</li> </ul>	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 592 elinor.morgans@bhs.org.uk
Danielle Eddowes	Competitions Administrator	<ul style="list-style-type: none"> <li>• Championship entries</li> <li>• Championship stabling administration</li> <li>• Results &amp; eligibility checking</li> <li>• Championship preparation &amp; paperwork</li> <li>• Flu Vac failures</li> </ul>	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 595 danielle.eddowes@bhs.org.uk