

Medical Administrator

Contract: Full-Time, Fixed-Term (Maternity Cover)

Location: London, WC2A 1AN (with hybrid working flexibility)

Indicative salary: £32,000 - £35,000



The British Horseracing Authority (BHA) is the governing body of what many consider to be the best horseracing in the world. It is responsible for regulating and representing the sport, which is at the heart of a major leisure and entertainment sector, a leading betting product and the focus of an important breeding sector.

We are currently looking for a Medical Administrator to join the Medical Department, supporting a period of maternity cover within the team.

The purpose of the role will be to support the effective day-to-day running of the BHA Medical Department by providing high-quality administration, communication and coordination. The role will act as a key point of contact for jockeys, agents, racing stakeholders, overseas turf authorities, medical practitioners and internal colleagues, while supporting medical data management, financial administration and anti-doping correspondence.

You will be an organised and proactive administrator who enjoys working in a fast-paced environment where accuracy, discretion and professionalism are essential. With excellent communication skills and a flexible approach, you will be confident managing multiple priorities, working collaboratively as part of a team, and using your initiative to ensure work is progressed efficiently. An interest in horse racing would be an advantage.

Equal opportunities

We acknowledge that having a diverse and inclusive workforce is fundamental to our success and we actively encourage and welcome applications from candidates of diverse cultures, perspectives, and experiences. People with disabilities or from ethnically diverse communities are currently underrepresented in the organisation and therefore we welcome these candidates to apply.

For more information, please see the job description [here](#).

Please apply by completing this Application Form [here](#), only candidates who have applied via the form will be considered. Our applications are anonymised in-line with our D&I initiatives and supporting documents are only provided to recruiting managers at interview stage.

The closing date for applications is **Wednesday 21 October 2026**.

Should you require any reasonable adjustments, please contact recruitment@britishhorseracing.com to provide further details.



**BRITISH
HORSERACING
AUTHORITY**