

HORSERACING INDUSTRY PEOPLE BOARD
JOB DESCRIPTION

JOB TITLE: Project Executive, HIPB

REPORTS TO: Programme Lead, HIPB

ROLE PURPOSE:

HIPB seeks an experienced Project Executive to report to the HIPB Programme Lead to be part of a small and dedicated team. The role will be integrally involved in the effective delivery of a wide range of change programmes across the whole scope of the workforce strategy and would be of interest to someone looking to develop their skills and career in project or change management with a people focus.

Duties will include but are not limited to:

PRINCIPAL RESPONSIBILITIES

- To support in the organisation and delivery of projects for HIPB across the whole programme of work.
- Maintain strong relationships with industry stakeholders and service providers to assist in the delivery, monitoring and evaluation of strategic initiatives.
- Organise and attend meetings and events including all logistics i.e. travel, accommodation, catering, venue booking etc, drafting and distributing minutes or action points.
- To produce high quality presentations and project plans using PowerPoint, Excel or similar software.
- To co-ordinate necessary papers, collating or preparing as appropriate.
- Working with the BHA comms team and industry wide comms functions to ensure the upkeep of relevant content for communications channels, ensuring transparency whilst maintaining confidentiality.
- Assist with the management of public engagement, primarily through the HIPB's info@racingindustrypeople.com email address, acting as a triage service to ensure incoming emails are distributed to the correct departments and ensuring that they are responded to.
- Any other tasks that support the work of the HIPB.

QUALIFICATIONS/EDUCATION

- Advance IT and keyboards skills and competent user of MS Office applications including PowerPoint.
- Prior work experience in project management, administration or event organisation.
- A qualification in project management, events or communications is desirable.

COMPETENCIES

- Experience of planning and organisational support in a professional manner.
- Excellent interpersonal skills, with experience of building and managing strong collaborative internal and external relationships and dealing with stakeholders at all levels.
- Excellent administrative and organisational skills, together with the ability to work under pressure and to deadlines.

- Demonstrable ability to write clear, concise and accurate documents to suit a range of purposes and audiences.
- Highly developed minute taking skills; with a high degree of accuracy and strong attention to detail.
- Demonstrable ability to assimilate information and disseminate clearly and concisely in written format through reports and presentations.
- Experience of dealing sensitively with information of a confidential nature.
- Experience of working in a complex multi-stakeholder environment.
- Strong all round IT skills including working with MS Office suite.
- Able to produce professional presentations in PowerPoint.
- An interest in British Horseracing and in particular workforce issues.
- The ability to work autonomously and as part of a team.
- An understanding of political sensitivities and governance requirements

PERSONAL QUALITIES

- Meticulous, detailed, accurate and thorough.
- Logical and methodical approach to workload.
- Professional, confident, and assertive approach and able to represent the HIPB with a genuine and observable passion for excellent customer service.
- Heighted interpersonal skills (empathy, active listening) and able to quickly build rapport at all levels.
- Flexible and adaptable, able to work in ambiguous situations.
- A team-worker who provides outstanding service cross-functionally with a proactive approach that supports and enables others to be successful.
- Personal integrity and discretion of the highest level.
- Initiative-taking with a passion for getting a job done well.