

Senior Executive Assistant to the Chair, Chief Executive and General Counsel

Contract Type: Full-Time, Permanent

Location: Holborn, London (Hybrid Working Available)

Salary: £63,000 - £70,000



The British Horseracing Authority (BHA) is the governing and regulatory body for horseracing in Great Britain. It is the BHA's role to act for and on behalf of the whole sport, ensuring that the highest standards apply on and away from the racecourse. It is responsible for promoting, and regulating 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.

This Senior Executive Assistant role will provide professional executive office support in a one-to-one relationship with the Chair, Chief Executive and General Counsel (Company Secretary), and working closely with the Chief of Staff. The role involves dealing confidentially and proactively with a wide range of activities and effectively supporting the Chair, Chief Executive and General Counsel in their roles. In contributing to this broad objective, the Senior Executive Assistant will be a first point of contact (in conjunction with the Chief of Staff) both internally and externally.

The successful candidate will have previous and proven experience of working at Chair and Board level, preferably within a sport's regulatory arena. You will be a confident and assertive individual with excellent inter-personal and communication skills to quickly establish credibility with peers and colleagues. You will be able to connect and collaborate with a range of stakeholders and can build rapport at all levels.

You will have a demonstrable skill set to manage the pressures and demands of a changing organisation, and an ability to challenge the status quo will also be advantageous. Having knowledge and an understanding of British Horseracing and the wider equestrian sector would be desirable.

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 **Friday 14th November**. Interviews will be arranged for **Wednesday 19th November**.

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



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