

## BRC Head Office Staff Roles 2017 v1

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, Approvals (riding schools &amp; livery yards)</li> <li>• Management of BRC budgets</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, vet and medical guidelines</li> <li>• Insurance queries</li> <li>• Official stewards management &amp; training</li> </ul>	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 594 laura.sanger@bhs.org.uk
Rachael Holley-Thompson	Competitions Manager & Editor Rider Magazine	<ul style="list-style-type: none"> <li>• Rider magazine</li> <li>• Sponsorship</li> <li>• Press liaisons</li> <li>• Competition complaints &amp; queries</li> <li>• Overseeing all competition aspects &amp; paperwork</li> <li>• Leading the other competition staff</li> <li>• Competition times</li> </ul>	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 596 rachael.hollely-thompson@bhs.org.uk
Annette Falkingham	Marketing & Promotions Coordinator	<ul style="list-style-type: none"> <li>• Centre membership scheme</li> <li>• BRC marketing</li> <li>• BRC website &amp; social media</li> <li>• Championship programmes</li> <li>• Promotional materials for BRC and Clubs</li> <li>• Increasing membership / new Clubs</li> <li>• Championship reviews</li> </ul>	Mon-Weds 0835-1700	02476 840 599 annette.falkingham@bhs.org.uk
Jennie Pallett	Competitions Coordinator	<ul style="list-style-type: none"> <li>• Rule Book maintenance</li> <li>• Volunteers, officials and judges at Championships</li> <li>• Team Volunteers at Championships</li> <li>• Championship contractors &amp; venues</li> <li>• Committee meeting administration</li> <li>• Development Forum administration</li> <li>• Area committee queries and nominations</li> <li>• Organisation of awards (Leo Harris)</li> <li>• Competition paperwork</li> </ul>	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 593 jennie.pallett@bhs.org.uk

Abbie Hawkins	Membership & Competitions Coordinator	<ul style="list-style-type: none"> <li>• BRC membership lists &amp; cards</li> <li>• Riding Test &amp; Style Jumping Judges</li> <li>• Maintenance of BRC dressage tests</li> <li>• Organisation of BRC judges training</li> <li>• Organisation of BRC training in Areas</li> <li>• Administration of Area Training Grants</li> <li>• Social Media</li> <li>• Accident report forms</li> <li>• Qualifier rosettes</li> <li>• Championship trophies &amp; rosettes</li> </ul>	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 518 abbie.hawkins@bhs.org.uk
Meg Haase	Competitions Administrator	<ul style="list-style-type: none"> <li>• Championship entries</li> <li>• Eligibility checking</li> <li>• Social media</li> <li>• Championship preparation &amp; paperwork</li> <li>• Championship trade stands</li> <li>• Championship stabling administration</li> </ul>	Tues & Thurs 0830-1700 Fri 0830-1500	02476 840 595 meg.haase@bhs.org.uk
Carla Jones	Competitions Administrator	<ul style="list-style-type: none"> <li>• Prelim entries &amp; packs</li> <li>• Stewards &amp; Organisers packs</li> <li>• Scoring materials</li> <li>• Qualifier dates &amp; results</li> <li>• Championship invites</li> <li>• Downgrading</li> <li>• Eligibility Checking</li> <li>• Phone payments</li> </ul>	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 518 carla.jones@bhs.org.uk brccompetitions@bhs.org.uk
Megan Gibbs	Membership Administrator	<ul style="list-style-type: none"> <li>• BRC membership lists &amp; cards</li> <li>• New Clubs and affiliation</li> <li>• Club merges and disaffiliations</li> <li>• Club invoices</li> <li>• Maintaining Club personnel records</li> <li>• Centre membership queries &amp; administration</li> <li>• Developing membership and helping to increase the number of Clubs and members</li> <li>• Safeguarding for Clubs</li> <li>• Phone Payments</li> <li>• Championship stabling administration</li> </ul>	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 591 megan.gibbs@bhs.org.uk brcmembership@bhs.org.uk