



BRITISH RACING SCHOOL

JOB DESCRIPTION

JOB TITLE: Racing Development Programme Administrator

DEPARTMENT: RDP

DATE: Jan 2026

Job Purpose:

Administrate and co-ordinate the Rider Development Pathway (RDP), the jockey courses and other rider training delivered by the British Racing School (BRS)

Principle Responsibilities:

Rider Development Pathway

- Assist the RDP Manager and Head of Coaching to co-ordinate training for riders both in yards and at the BRS
- Assist the RDP Manager and Head of Coaching to co-ordinate training and assessment days for coaches
- Assist in administration the RDP IT system

Plan and coordinate the delivery of BHA jockey courses

- Liaising with BHA and all applicants in relation to pre-licence assessments, re-assessments and licence courses
- Ensure agreed deadlines are met for course content and joining instructions
- Attend and minute meetings
- Film riders on the gallops
- Ensure room booking and facilities are in place as well as catering requirements for courses

Skills/Experience/Qualifications required:

- A strong interest in horseracing
- Ability to meet deadlines
- I.T. literate with good knowledge MS Office (Word, Excel, Powerpoint).
- Strong organisational and planning skills
- Good attention to detail
- Confident and articulate phone manner
- Ability to communicate in a professional manner in person and using email as well as over the phone
- Flexible 'can-do' attitude
- Ability to work as part of a team to achieve & deliver goals

- Able to work under pressure

Performance Criteria:

- Effective co-ordination of the Rider Development Pathway
- Quality of administration and secretarial support
- Courses coordinated to a high standard
- Accuracy of documentation and record keeping

The British Racing School is an Equal Opportunities Employer.

As safeguarding our young people is a priority, the successful candidate will be required to undergo an enhanced DBS check and provide two satisfactory professional references.

Note: This job description is a guide to the principal, current duties of the job. It does not form part of the contract of employment.