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## **Jockeys and Riders Licensing Assistant**

**Salary circa £23,000pa**

**London based**

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Are you passionate about horseracing? Do you have some experience working within in the sport and would like to assist in its regulation? Here is your chance to do just that....

As a key member of the Compliance & Licensing Team, your main responsibility will be to ensure that all licence applications from jockeys and riders (amateurs and conditionals) are processed efficiently, effectively and confidentially. We will also rely on you to brief the Licensing Committee on the relevant issues in relation to each application and attend these meetings when necessary.

With excellent communication and writing skills, and the ability to build effective working relationships, you will liaise with internal departments and external associations to ensure that all licence applicants comply with the Rules of Racing and the established policies of the Licensing Committee. Taking a proactive approach you will also be required to assist in delivering lectures for relevant courses at designated training provider locations.

The successful candidate will have meticulous attention to detail, a flexible approach and plenty of initiative. Previous experience of working within horseracing or operating in a confidential and sensitive manner is highly desirable. Good organisational skills, with a proven ability to multi-task and prioritise, will be crucial.

Other essential skills will be an ability to work to tight deadlines with the minimum of supervision and to be a proficient user of MS Office packages, particularly Word, Excel and Outlook including competent typing skills.

To apply, please write to: The British Horseracing Authority, Human Resources Department, 75 High Holborn, London WC1V 6LS enclosing your CV and stating your current remuneration. Applications can also be made by email, to: [recruitment@britishhorseracing.com](mailto:recruitment@britishhorseracing.com)

Closing date: 15th February 2010