



DESCRIPTION

JUMPING ADMINISTRATOR

OPERATIONAL



Employer:	Equestrian Sports New Zealand	
Position Title:	ESNZ Jumping Administrator	
Reports to:	ESNZ Jumping Manager	
Position Type:	Full - Time	
<p>Work Experience Requirements:</p> <ul style="list-style-type: none"> • A passion for the Equestrian sport of Jumping • Excellent communication skills • Experience within an administrative role • Highly organised and flexible • Detail oriented and works with a degree of accuracy • Ability to multitask and meet challenging deadlines • Organising and coordinating events, meetings and seminars 		
<p>Key Relationships:</p> <ul style="list-style-type: none"> • ESNZ Jumping Manager • ESNZ Jumping Board • ESNZ Jumping Board sub-committees & Show Hunter Executive • ESNZ Chief Executive & other ESNZ staff • Area group delegates & show organising committees • Jumping members and sponsors • Senior Jumping technical officials • ESNZ membership team 		
<p>Current Scope of ESNZ Jumping business (specific to this position):</p> <ul style="list-style-type: none"> • All ESNZ Jumping & Show Hunter shows/competitions in NZ • National, Island, World Cup, Young Horse and FEI Jumping championships • Jumping & Show Hunter sections of the Horse of the Year Show • Regulatory Framework - Rules of ESNZ Jumping and Show Hunter • ESNZ Jumping Annual Conference & AGM • Working to ESNZ Jumping Board's strategic goals and targets • Officials pathways and framework 		
POSITION OBJECTIVES		POSITION PRIORITIES
<ul style="list-style-type: none"> • To actively participate in the achievement of the ESNZ Jumping strategic growth plan through delivery of proactive, high quality service • To enhance the competition experience of members at Jumping shows • To support the annual and daily administrative requirements of ESNZ Jumping and stakeholders • To assist with the delivery of Jumping competition results 		<ul style="list-style-type: none"> • Provide assistance and administrative support services to the Jumping discipline of ESNZ including Show Hunter. • Provide administrative support to the ESNZ Jumping Manager • Assist with the coordination of all events and seminars • Provide administrative support and guidance to organizing committees delivering events

GENERAL ADMINISTRATION

- To manage the diary of all up-coming events and deadlines.
- Ensure that all ESNZ Jumping administrative systems are adhered to, to deliver high quality services to ESNZ Jumping stakeholders including riders.
- Be a first point of contact for all membership enquiries relating to Jumping.
- Provide up to date reporting on all Jumping administration activities to the ESNZ Jumping Manager as required.
- Arranging travel and accommodation for all ESNZ Jumping staff, Board members, volunteers, and officials.
- Provide pro-active administrative services to all ESNZ Jumping committee chairs.
- Efficiently administer all incoming and outgoing correspondence of the ESNZ Jumping Board and Committees.

ORGANISING COMMITTEE/SECRETARY SUPPORT

- Efficiently co-ordinate and process show and series results for Jumping and Show Hunter as required.
- Have regular contact with Event and Area Secretaries before and after events to ensure all queries are efficiently answered.
- Take responsibility for the development and completion of the show dates card each year.
- Maintain levies and rebate collation and follow ups.
- Have regular contact with Event and Area Secretaries prior to competitions to ensure that rider and horse registrations are current.
- Co-ordinate timetables, schedules, travel, venue and information for Rider Events and Technical Seminars, nationally and internationally.
- Proof and amend all show schedules before publication.
- Produce all World Cup schedules, including organisation of officials, communication with areas, timetables, results and submission to the FEI for approval.

BOARD MEETING AND AGM ORGANISATION AND SUPPORT

- Provide secretarial and administrative support, including typing, minute taking, filing, data input, maintenance and management of information as required.
- Support the ESNZ Jumping Manager with the co-ordination and arrangements, including preparation of agenda and papers, of internal and external meetings.
- Take minutes at internal and external meetings ensuring that follow up action takes place within agreed timescales.

TECHNICAL COMMITTEE

- Rules and amendments to rule books.
- Support for officials and judges.
- Organising seminars and courses for technical officials.
- Administration of technical issues throughout the season.
- Remits and recommendations for AGM.
- Minutes of all technical meetings.

FEI COMMITTEE and FEI CORRESPONDENCE INCLUDING

- World Cup and CSI 1* administration
- FEI WJC, and FEI Youth and Children's administration
- Minutes and record keeping
- Filing all FEI schedules and results
- Advising shows and organising committees on FEI requirements
- Liaison and admin for riders attending overseas FEI competitions
- Assisting overseas riders where necessary to obtain the correct FEI paperwork for entering overseas competitions.

PERFORMANCE COMMITTEE

- Minutes of committee.
- Organisation of logistics for team trips including uniforms, flights, invoicing and reporting.
- Maintaining relevant clinic and training information, invoicing and reporting.
- Administer Jumping dress code for international events.

SPONSORSHIP ADMINISTRATION

- Maintain ongoing contact with sponsors on a regular basis for announcers information, logos and other promotional material.
- Ensure logos are all used correctly in show hunter and show jumping.
- Provide all flags, corflutes, banners and collateral to show organisers as required.
- Management of sponsors signage around premiere events and other shows as required.

COMMUNICATION AND PR

- Proactive communication across all Jumping stakeholders.
- Getting things out to members, delegates, area groups, secretaries in a timely manner.
- Media release checking and preparation as required.
- Facebook site management including stories, sponsor promotions and membership notices.
- Web management including all posting, ensuring the site is up to date and relevant, and all material is in the right place and appropriately linked.