



EQUESTRIAN SPORTS NEW ZEALAND

ESNZ Eventing Performance Administrator Position Description

JOB TITLE	Eventing Performance Administrator
CONTRACT TERM	As soon as possible – 31 December 2020
JOB SUMMARY	<p>The ESNZ Eventing Performance Administrator role is new role to assist in the operation and administration of the national ESNZ Eventing Performance programme.</p> <p>This is a contract position, with a start date to commence as soon as possible until 31 December 2019.</p> <p>It is a part-time position that is estimated to take on average 12 hours a week (though it will vary week to week) and will require the successful applicant to provide services flexibly outside of regular business hours and to be available to travel for some Eventing Performance camps and some competitions.</p> <p>Fixed contract rate: \$1000/month (including GST)</p> <p>Reasonable expenses associated with the role will be covered.</p>
REPORTS TO	ESNZ Eventing Performance Leader
KEY SUPPORT / RELATIONSHIPS	ESNZ High Performance Operations Manager Talent ID and Talent Development Coaches/Leaders

PURPOSE

Will provide an efficient administrative coordination service for the national performance programme and Eventing Performance Leader.

Upon direction, the Performance Administrator will coordinate logistics and scheduling of performance clinics and camps, communication with performance leaders, coaches, staff and riders, assistance with preparing and monitoring plans, budgets and reports, videoing and general assistance at camps and general administrative tasks as required.

SPECIFIC RESPONSIBILITIES

Administration / Co-ordination

1. Responsible for general administrative tasks relating to the performance programme, including compiling and recording information around squad riders and horses, spend, budget recording and plans/reports and general communication with squad riders.
2. Attending performance meetings and recording plans and minutes as required.
3. General administrative tasks required by the Performance Leader or ESNZ High Performance as required;
4. Responsible for ensuring appropriate programme clothing is distributed to riders and records kept
5. Responsible for ensuring programme equipment is available and transported to required competitions and trainings, is collected up again at the conclusion

	and is cleaned prior to next outing; 6. Communicating and organising logistics (travel, accommodation and food) for selectors, competitions and/or staff or contractors as required;
Performance Camps, Meetings and events support	<ol style="list-style-type: none"> 1. Pro-actively input into the administration and management of performance activities 2. Organising team meetings as required by the Performance Leader – venues, invites, attendance and logistics; 3. Organising team trainings as directed by the Performance Leader – facilities, coaches, travel, accommodation and food; and 4. Videoing services (at such trainings/camps and/or competitions as agreed with the Performance Leader), uploading those videos to YouTube and emailing out as appropriate ;
Other	1. Such other takes as reasonably required as being in the scope of the role.

KEY REQUIREMENTS

1. Strong communicator – excellent oral and written communication skills required
2. Technologically literate - strong Word, Powerpoint and Excel Skills
3. Well organised and good at planning – efficient and effective
4. Ability to attend meetings (in person and online/conference call) at pre-organised times which may be outside of business hours
5. Ability to attend Performance camps and some eventing competitions/functions around the country (often in Taupo)
6. Knowledge of equestrian preferred (though not necessary)

HOW TO APPLY

- Applications should be made by relevant CV and covering letter
- Applications should be sent by email to Warrick Allan, High Performance Operations Manager – warrick@nzquestrian.org.nz
- The deadline for the receipt of applications is **5pm on Thursday 17th October 2019**