



**EQUESTRIAN SPORTS
NEW ZEALAND**

PARA-EQUESTRIAN SPORT MANAGER

Overview of Equestrian Sports Sport New Zealand,
the Contract Position Description
and 'How to Apply'





EQUESTRIAN SPORTS NEW ZEALAND

Para-Equestrian Sport Manager Contract Position Description

A. Organisational Overview

Equestrian Sports New Zealand (ESNZ) is the national sporting organisation providing leadership and administration management to the Equestrian disciplines of Dressage, Endurance, Eventing, Showjumping and Para-Equestrian.

Based at our National Office in Wellington, ESNZ aims to provide high quality equestrian competition and administration to enable our members to participate, compete and succeed at the level of their choice. ESNZ also supports volunteers and coaches to achieve their goals within the sport, both nationally and internationally.

ESNZ supports great people and great horses to great wins, spreading the characteristics of courage, self responsibility and persistence throughout New Zealand communities.

ESNZ accepts that our available resources (money, horsepower, and riders) are limited in comparison with our competitors. ESNZ is therefore focussed on being the best in the world at taking creative approaches to delivering required performances at home and on the world stage.

B. Discipline-Based Approach

ESNZ takes a broadly federal, discipline-based approach to the management and administration of its sport and competition. Its discipline bodies are responsible for the day-to-day running of their competitions through their own elected boards/committees.

ESNZ has a service agreement with Showjumping which sees its Sports Manager and Administrator based in the ESNZ National Office in Wellington. The Sport Managers for Eventing, Endurance and Dressage are employed directly by their respective discipline board and are based from home office locations.

Para-Equestrian was established as ESNZ's fifth discipline in 2009. The Para-Equestrian Sport Manager is directly contracted by ESNZ.

C. Role of the Para-Equestrian Sport Manager

The Para-Equestrian Sport Manager (PESM) is a part-time, contracted position which can be based at the ESNZ National Office in Wellington or at the successful applicant's home (ESNZ will provide a small home office allowance if the latter).

The postholder will be an important part of ESNZ's 'Sport Team' and will report to the ESNZ General Manager, will work closely with other ESNZ staff and will have a close day-to-day working relationship with the Chair and Committee of ESNZ Para-Equestrian.

The Para-Equestrian Sport Manager role will have a high level of autonomy and would suit an individual who is highly motivated, enjoys using their initiative and takes pride in making a contribution to the overall team effort. No two days will be the same so a high degree of adaptability, creative problem solving and ability to manage priorities and deadlines is a necessity. The postholder is the first and main point of contact for all Para-Equestrian matters within ESNZ.

The position description below gives a more precise insight into the key areas of responsibility of this contracted, rather than employed, position.

D. How to Apply

- Applications should be by **relevant and tailored CV** which **must** be accompanied by a covering letter (of not more than 500 words) outlining the suitability of the applicant for the role and their relevant experience.
- Please ensure the names and contact details of two current referees are included (and whether these referees may be contacted immediately).
- Applications should be received by ESNZ **no later than 31st January 2018**.
- Interviews for short-listed candidates will be held during the following two weeks. If required ESNZ will cover reasonable costs of attendance for interview where these have been approved prior to travel.
- If you wish to discuss the position please contact Warrick Allan, on 04 499 8994 or by email – warrick@nzequestrian.org.nz
- Applications should be forwarded, ideally by email, to Warrick Allan at warrick@nzequestrian.org.nz or by post to:

**Equestrian Sports New Zealand
P.O. Box 6146
Marion Square
Wellington, 6141**

Para-Equestrian Sport Manager Contract Position Description

A. Prime Objective of Contract

To provide administrative, co-ordination and management services to the Para-Equestrian discipline of Equestrian Sports NZ.

B. Reports to: ESNZ General Manager

C. Critical Relationships

- ESNZ General Manager
- Para-Equestrian Working Committee
- Showjumping, Dressage, Endurance and Eventing Sport Managers
- ESNZ Para High Performance personnel
- Area and Event Secretaries

D. Delegated Authority

1. Implementation of Committee approved annual business plan and Committee requested actions from each Committee meeting.
2. Expenditure up to the Committee approved annual budget in any one calendar month and any one expenditure area.
3. Management of Para-Equestrian information, records and documents.

E. Expectations of Time

This contract requires the Contractor to:

1. Between Monday and Friday be available to complete a working week estimated to be approximately 15 hours.
2. Ideally, but not essentially, be available for phone contact each day (Monday to Friday).
3. Ideally, but not essentially, to have access to email and respond to email regularly each day (Monday to Friday).
4. Attend Island and National Championships and Horse of the Year along with any other special events or meetings as required.
5. Meet deadlines set for provision of administrative and management services.

F. Primary Functions

The primary function of this contract is to establish, administrate and co-ordinate the efficient operation of the Sport of Para-Equestrian in New Zealand on behalf of Equestrian Sports NZ while supporting the Para-Equestrian Working Committee to achieve their annual plan and targets.

In delivering this service contract the Sport Manager will:

1. Provide accurate management context to the Para-Equestrian Working Committee to support their governance, leadership and decision making activities.
2. Implement administrative systems; develop procedures and policy and schedule activities to ensure the Para Discipline will achieve their objectives in both the short and medium terms.
3. Develop effective networks within the sport that support the creation and maintenance of strong financial resources, technical resources, venues and development opportunities for volunteers, officials, riders and coaches.

G. Accountability

The Sport Manager is directly accountable for:

1. Developing, implementing and completing an annual work plan that schedules the activities required to achieve the annual targets.
2. Managing and coordinating the day to day operations of Para-Equestrian to ensure the discipline, committee achieves their targeted outputs within their financial budgets.
3. Establishing an annual funding plan and completing all activities required within this plan.
4. Provision of day to day operational and administrative management.
5. Ensuring Para-Equestrian meets its contractual and compliance requirements with sponsors, events, Halberg Trust, Equestrian Sports New Zealand and the FEI.

H. Business Operations

The Sport Manager is responsible for the ongoing development of the business and operating systems of Para-Equestrian. In this function the Sport Manager will:

1. Develop an annual management calendar and operating policy for the administration of Para-Equestrian.
2. Coordinate and ensure publication of informative, interesting and current contribution to the ESNZ and Para-Equestrian membership communication mediums including the ESNZ Website, Para Facebook page and Para-Press.
3. Complete accurate minutes of all Para-Equestrian Committee meetings including summary action lists
4. Develop and implement an annual timeline to efficiently and professionally meet the sponsorship servicing and sponsor communication requirements of Para-Equestrian.
5. Effectively coordinate and ensure delivery of all contractual support for sponsorship agreements on behalf of Para-Equestrian.
6. Support the Para-Equestrian Committee in the establishment of an accurate annual budget for Para-Equestrian activities.
7. Develop an annual calendar for and effectively coordinate and ensure submission of professional funding applications to charitable and community trusts in support of Para Committee targeted outcomes.
8. Complete all reporting requirements efficiently at the completion of any sponsored or funded event or project. These reports to include a report of key outcomes and a letter of appreciation to the funders.
9. Monitor business financial activities and ensure that operational accounts are approved for payment on a monthly basis.
10. Keep the Para-Committee fully informed of trends, substantial changes, development or leveraging opportunities within the wider sports industry, SPARC, Equestrian Sports NZ or the FEI.
11. Provide monthly financial summaries reporting actual vs budgeted outcomes with accurate explanations of variances to the Para-Committee.
12. Effectively manage the incoming and outgoing correspondence of Para-Equestrian.

I. Membership Support

1. Competently and professionally answer membership queries.
2. Develop and bring to the committee for discussion suggestions for increasing participation, improving the way we do things or simplifying the process from interest to participation for competitors, volunteers and officials.

3. Review and publish annually an Event Management Manual, including a Secretaries Pack that supports Organising Committees delivery of well planned, technically correct and successful events.

J. Technical

1. Remain abreast of Para-Equestrian technical rules and its by-law, Equestrian Sports NZ Constitution and General and Veterinary Regulations and all FEI proposals for rule or operational changes that will effect Para competitions in New Zealand or internationally.
2. Collate communication from Equestrian Sports NZ and the FEI and effectively distribute to the Para Committee and wider audience where appropriate, collate feedback and deliver prepared recommendations for action to the Para-Equestrian Committee.
3. Develop and lead a team of people who provide Rules Liaison through the revision and discussion of proposed rule changes (national or international) and provide recommendations to the Para Committee on incorporation and effect of such changes on the sport and technical rules in New Zealand.
4. Actively lead a working party to annual review Para-Equestrian technical rules and bylaw to ensure their currency, application and effectiveness to achieve Para-Equestrian strategic objectives.

K. Sport Liaison

1. Be a friendly and recognizable face for members, volunteers, officials and riders as their first point of contact for information, resources or help.
2. Establish and maintain a strong, functional and communicative relationship with the Equestrian Sports NZ office, Sport Team Leader, ESNZ High Performance Director/ Operations Manager and other disciplines Sport Managers.
3. Work closely with the ESNZ High Performance staff on matters relating to Para-Equestrian Elite events.
4. Develop and implement processes to ensure communication throughout the membership of Para-Equestrian is strong and positive; this will include management of the communication of activities, events, projects, rule changes and appointments.

L. Delegated Authority

1. Financial delegation of \$1,000.00 +GST as delegated by ESNZ
2. Negotiation for goods and services required as prescribed in an approved budget.
3. Organise and partially authorise approved payments for goods and services incurred by Para-Equestrian. Final authorisation is the responsibility of the ESNZ General Manager.

M. Travel, Accommodation and associated costs

The contractor is expected to attend the following events:

1. Nationals Championships
2. Island Championships (north & south)
3. Horse of the Year Show
4. Variety of other regional and local events, meetings and seminars as agreed with ESNZ and the Para-Committee

All travel, accommodation and associated costs will be paid by ESNZ

N. Contract

1. The contract is offered for an annual contract fee of **\$15,000 (excl GST)**, payable in monthly instalments of \$1,250.00 + GST on receipt of an invoice.
2. ESNZ may also offer to cover reasonable office expenses including phone call costs, internet/email provision, home office stationery, printer cartridges and the like.
3. The contractor will be expected to supply their own computer suitable for fulfilling the role. ESNZ will provide an e-mail address account to the contractor.
4. Other costs such as large printing requirements and postage will be covered by Para-Equestrian upon approval from the ESNZ CEO.

Person Specification

IDEAL EXPERIENCE:

- Offering positive and regular management support to an organisation
- Used to administration in an office environment
- Experienced in providing high quality service in a members' organisation
- Some experience in budget and resource management
- Secretarial support to a Board or Committee
- Project management experience
- Experienced in the requirements of working in a team environment
- Knows and understands the Equestrian competition environment

DESIRABLE KNOWLEDGE:

- Knowledge of Equestrian sports in NZ and a general understanding of the Para-Equestrian discipline.
- Knowledge of the skills of managing service provision in a membership organisation
- A working knowledge of Microsoft Office programmes
- Some general knowledge of professional meeting skills, Board and Committee environments.

DESIRABLE SKILLS AND ATTRIBUTES:

Management capabilities

- Excellent organisational, planning and time management skills.
- Ability to establish work priorities, set goals and achieve targets by deadlines.
- Ability to complete medium level research and present basic business case and proposal documents unsupervised.
- Ability to take and present meeting minutes and craft professional letters and memorandums.
- Ability to understand and monitor financial budgets and records.

Relationship management and communication

- The ability to communicate clearly and effectively with a wide range of people in varying situations.
- The ability to form successful relationships with ESNZ employees, members and volunteers.
- Passionate about the support of growth, professionalism and added value service to equestrian sports in New Zealand.
- A loyal team member dedicated to the achievement of team outcomes.

Personal Attributes

- Demonstrable commitment to Para-Equestrian in New Zealand.
- Professional presentation and communication skills.
- Ability to respond to unplanned situations, demonstrating a high degree of problem solving and adaptability.
- Strong communication skills.
- Strong orientation to service provision and support of the professional success of others.
- Self managed.
- Calm disposition under pressure