



**EQUESTRIAN SPORTS
NEW ZEALAND**

**CHIEF EXECUTIVE OFFICER
EQUESTRIAN SPORTS
NEW ZEALAND**

**SPORTSPEOPLE
RECRUITMENT**

- National strategic and operational leadership position
- Leading people and developing culture

ABOUT EQUESTRIAN SPORTS NEW ZEALAND

Equestrian Sports New Zealand (ESNZ) is the National Sport Organisation recognised by the Federation Equestre Internationale (FEI), High Performance Sport NZ, Sport NZ, the New Zealand Olympic Committee and the NZ Paralympic Committee as the national body for equestrian disciplines of Eventing, Jumping, Dressage, Para Equestrian and Endurance.

The New Zealand equestrian landscape is rich in history, has an incredible legacy and has achieved above all odds on the world stage with many Olympic medals and World Championship successes.

ESNZ is responsible for the management and development of the sport in conjunction with the disciplines and holds accountability for national teams at the elite level.

ESNZ is also responsible for programmes and development of athletes, coaches, support staff, officials, events, participation, memberships, selection processes, commercial arrangements, corporate support services, financial management and administration of the sport.

ESNZ Values: Welfare of the Horse, Integrity, Excellence, Unity, Fairplay, Respect

CHIEF EXECUTIVE OFFICER

Reporting to the ESNZ Board, the CEO is responsible for overseeing the day-to-day management of this sport organisation, accountable for driving and delivering the commercial and strategic priorities as set by the Board of Equestrian Sport New Zealand across the core pillars of:

- *Develop & Lead ESNZ Forward* - Develop and implement agreed strategies for the future wellbeing of ESNZ as the NSO for equestrian sports in New Zealand and the sport.
- *Operational Leadership* - Provide operations leadership for the organisation, ensuring ESNZ efficiently and effectively operates in a way which enables it to fulfil its purpose.
- *Protect & Manage Risk* - Ensure ESNZ meets its legal obligations, behaves ethically and responsibly, is financially sound and maintains a good reputation.

- Multi-discipline Olympic Sport
- Wellington based (negotiable)

To be considered for this role you will need to be a dynamic and inspirational leader of people, with the ability to empower and develop people and galvanise them around a vision.

Your commercial and financial acumen will be matched by your impactful communication skills which affect influence and collaboration for lasting and positive working relationships with the stakeholder family.

You will have the skill to navigate through complex, exciting and challenging times; prioritising, managing and delivering outcomes that fulfil the commercial and strategic priorities of ESNZ.

You will need to demonstrate a successful track record in managing and growing like-sized businesses. Prior experience in the not-for-profit sector, including sport entities, will be highly regarded. A passion for equestrian sports is essential.

Given the popularity and profile of Equestrian Sports, this is one of the prized sport leadership positions in New Zealand.

KEY RESPONSIBILITIES

Strategic and Operational Plans - Initiate, develop and implement ESNZ strategic plans to achieve the stated vision and goals across the whole of business. Ensure that ESNZ has annual business plans that align to and deliver on ESNZ strategic plans and any other special projects requested by the Board.

Personnel (staff and volunteers) - Develop and promote a values based culture appropriate to the organisation's goals and strategic direction. Develop and manage a strong team of paid staff, volunteers and officials. Ensure effective policies and processes for staff management are in place.

Financial Management - Develop and manage a range of revenue streams for ESNZ to meet budget targets. Maintain oversight of all central financial functions including analysis, financial management, reporting and working with the Audit, Finance and Risk Committee.

Rules for ESNZ - Ensure effective and up to date rules are available to and abided by within the sport.

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CEO - EQUESTRIAN SPORTS NEW ZEALAND

KEY RESPONSIBILITIES (Continued...)

Constitution - Work with the Board to ensure the review of the Constitution of ESNZ is complete and maintains its currency.

Sponsorships and Grant Organisations - Develop and deliver to an effective sponsorship plan that accommodates ESNZ, disciplines and NECs. Ensure ESNZ develops and maintains a grant funding architecture to ensure the best outcomes are possible for the organisation's grant application procedures.

Partnerships and Relationships - Develop relevant, robust enduring partnerships with sponsors, event providers, other equestrian groups etc. Manage the organisation's relationships with NZOC, government, affiliates and the public.

Communication - Develop and implement a plan to ensure effective communication with staff, members, athletes, officials, owners, government, sponsors and the public.

FEI - Acting as the Secretary General, develop and maintain an excellent relationship with the FEI, ensuring ESNZ is effectively represented, through the Board, employees and volunteers, as required in all submissions, discussions and meetings.

High Performance - Ensure ESNZ has an effective working relationship with High Performance Sport NZ. Ensure ESNZ develops and implements effective HPSNZ Strategic and Operational plans and operate in accordance to these plans.

Sport NZ - Maintain an effective working relationship with Sport NZ. Develop, implement and report on the investment funding from Sport NZ including development of programmes and initiatives to drive equestrian sport forward.

Data and data management - Ensure the Database rebuild is delivered effectively, on time and within the approved budget.

Risk management - Develop and maintain a current risk register and ensure ESNZ responds to and manages risks and requirements.

Health and Safety - Develop an appropriate culture of Health and Safety with all employees, volunteers and competitors in ESNZ. Review and communicate policies across all disciplines.

National Equestrian Centres (NECs) - Encourage best practice governance systems and processes within strategic and operational plans to ensure ESNZ can effectively manage the success of the NECs.

Disciplines - Ensure each discipline has both a Strategic and Operational Plan and operates in accordance with these plans. Develop and provide advice for the effective and efficient operation of the disciplines.

Affiliates - Work with partners and member organisations to develop and maintain an effective working relationship.

Accountability to ESNZ Board - Work with the board to establish KPIs and regularly report on KPIs and other trend data. Encourage teamwork and work proactively with the Board.

KEY RELATIONSHIPS

- ESNZ Chair, President and Vice President
- ESNZ Board and Board Sub-committees
- ESNZ staff (nationally and internationally)
- Discipline board Chairs and Boards
- NEC Convenors and Committees
- ESNZ members
- FEI
- Sport NZ
- High Performance Sport NZ
- NZ Olympic Committee
- Paralympics
- Funding Agencies
- Other NSOs for Equestrian Sports including NZPCA, RAS, EA
- Other sporting codes

SELECTION CRITERIA

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Overview**, candidates applying for this role will require a range of personal and professional skills, including:

- Strong experience and demonstrated success in a similar senior management role, ideally from a not-for-profit or sport organisation.
- Demonstrated understanding of the NZ sport industry, including the leadership of staff and volunteers in sport.
- An excellent leader of people, with an ability to empower and develop people and galvanise them around a vision.
- Successfully managed external stakeholder relationships that have been critical to the achievement of targets.
- An excellent collaborator and influencer who can work effectively with other equestrian and sports bodies, Sport NZ and international Equestrian bodies.
- Experience developing and delivering both strategic and operational plans.
- Experience establishing and managing annual operational and capital budgets and accountability for all aspects of financial and commercial reporting and performance.
- Strong strategic and future-focused orientation.
- An impactful communicator with excellent interpersonal skills.
- Considered and decisive decision-making style.
- Passionate about equestrian sports.
- Tertiary qualified in a related field (e.g. Sport/Business) (preferred).



CEO - EQUESTRIAN SPORTS NEW ZEALAND

LOCATION AND TRAVEL

The Equestrian Sport New Zealand office is located in Panama House, Wellington. There is a preference for the CEO to be based in Wellington, however candidates from other locations within New Zealand will be considered. Please specify your location preference(s) in the Application Form.

The nature of the position will require domestic and some international travel to attend scheduled meetings and events.

HOURS OF WORK

This is a Full Time permanent position. Due to the nature of the role and the sport industry, evening and weekend work will be required to attend meetings and events.

REMUNERATION GUIDE

A market competitive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experience. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Candidates are invited to discuss their salary expectations with Sportspeople Recruitment prior to applying.

RESIDENCY AND IMMIGRATION

Candidates must be a New Zealand Citizen or resident with a legal right to reside and work in New Zealand in order to be considered for this position.

WEBSITE AND SOCIAL MEDIA

For more information and news items on all facets of activities, services and programs, visit:

ESNZ website: nzequestrian.org.nz

Twitter: twitter.com/EquestrianNZ

Instagram: instagram.com/equestriansportsnewzealand

Facebook: facebook.com/pages/Equestrian-Sports-NZ/172073372853010

YouTube: youtube.com/channel/UCb85ey1bDcc3KEMKqgrld_g

TIMELINES

Final interviews and the appointment of the CEO, Equestrian Sports New Zealand are scheduled for early April, 2021.

The successful candidate will commence duties as soon as possible following appointment, mindful of notice periods and general availability.

PLEASE APPLY NOW TO AVOID MISSING OUT!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately.

If you intend to apply, please do so now. We reserve the right to close the role early if sufficient merit applications are received.

Applications close: 5:00pm Tuesday 16 March, 2021

APPLICATION FORMAT

Candidates must complete and submit the **COMPULSORY Sportspeople Recruitment Application Form** at the time of applying.

The Application Form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

APPLY TO

Your application should be sent electronically via the "apply now" link at the advertisement via sportspeoplerecruitment.com/jobs

ENQUIRIES

The Chief Executive Officer, Equestrian Sports New Zealand search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

In the first instance general enquiries should be directed to Karen Good on +64 (0) 212 319 602 or +61 2 9555 5000 or FREECALL NZ 0800 634 388 or via jobs@peoplerecruitmentgroup.com.

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