

DRESSAGE
PERFORMANCE PROGRAM CO-ORDINATOR
POSITION DESCRIPTION

TITLE OF POSITION	Dressage Performance Program Co-Ordinator
TERM OF POSITION	1 +2-year contract
REPORTS TO	Performance and Development Chair
KEY SUPPORT	<ul style="list-style-type: none"> ➤ P&D Chair ➤ DNZ Sport Manager
KEY RELATIONSHIPS	<ul style="list-style-type: none"> ➤ ESNZ High Performance Director ➤ Performance and Development Committee ➤ Dressage High Performance Squad Riders ➤ DNZ Board ➤ Dressage Sport Manager

PURPOSE
<p>Dressage NZ is committed to establishing and providing a National and High Performance Program and is seeking the appointment of a dressage-specific co-ordinator to assist with taking responsibility for growing and driving the DNZ Performance program in a proactive manner. The Co-Ordinator will develop a performance culture by initiating and co-ordinating a performance program designed to drive and produce improved performances of NZ Dressage riders at key national and international events. It is envisaged the Performance Co-Ordinator will –</p> <ul style="list-style-type: none"> • Act as a single point of contact for the Dressage Performance Programme. • Create a positive, vibrant, and encouraging environment in which NZ’s National and HP squad riders can attain their performance goals and agreed performance targets. • Manage the Performance Programme to ensure that it aligns with the vision and strategies for Dressage NZ and ESNZ HP.

Requirements

- Organise, conduct, and monitor the setting and reviewing of the Individual Performance Plans of Dressage HP and National squad riders 2 x per year.
- Co-ordination of educational, including training or coaching services and where appropriate, assist with and support performance targets and individual rider performance plans, including co-ordinating and managing squad training camps for both National and HP Squads
- Contributing to ESNZ Dressage thinking by maintaining regular contact with the Dressage Board, by way of regular reporting and attending (when requested) and contribute to HP discussion at the Dressage Board
- Ensures an appropriate communication plan to keep HP and National Squad riders informed of all relevant HP activity.
- Initiates, assist with, and develop any promotional activity via social media
- Communication with sponsorship partners

Financial

- Assists with budget planning associated with delivering National Squad Camps

Relationships

- Key relationships listed above.
- Maintains a working relationship with other Dressage officials including Selectors, Chair of Dressage Board, Chef d'Equipe, owners and other personnel involved in the Dressage HP Programme.
- Develop relationships with equivalent role holders in other ESNZ Disciplines to share ideas, opportunities, and resources where applicable
- Approximate time commitment
- Because this is a newly formed role, it is difficult to estimate the time requirements, therefore it is envisaged approximately 8 – 10 hours per week which will vary depending on activities being undertaken. Some travel may be required. Eventually it is hoped and expected that this role would grow into a part-time position with remuneration, such is DNZ's commitment to a HP program and this will be reviewed on a six-monthly basis. Reasonable and pre-agreed out-of-pocket expenses incurred in fulfilling the role will be covered.

General and Key Attributes

- DNZ understands that this is a new role, and is seeking a dynamic and enthusiastic person with a real interest in Sport Performance , and who is willing to learn and grow as this position itself continues to expand and grow to meet the demands of the sport.
- Strong communicator with excellent oral and communication skills
- Discretion is paramount – the ability to keep rider information confidential is critical
- Proven ability to work well within a team
- Proven ability in developing new systems, processes, and planning
- Ability to attend meetings (in person and on-line conference calls) when required, attend key competitions
- Experience of high-level sport, including international Dressage competitions would be beneficial, but not a must.
- A commitment to supporting and assisting Dressage New Zealand realise its performance goals
- Conducts himself / herself in a manner which always reflects positively on ESNZ and DNZ.

HOW TO APPLY

- Applications to include sporting background, experience in a similar role (if any), attributes applicant will bring to the role and cv.
- If any further information is required, please communicate with Linda Warren-Davey, Performance and Development Chair, ponytail007@gmail.com or 027 3000 145
- Applications should be sent by email to DNZ dressage@nzequestrian.org.nz
- The deadline for the receipt of applications is 15th June 2020