
 EXECUTIVE ASSISTANT 	
Employer:	Equestrian Sports New Zealand Inc
Position Title:	Executive Assistant
Reports to:	Operations Manager
Full time employee	25 hours per week
Salary:	\$60,000 pro rata for 25 hours per week
Working Days & Hours	The employee will be required to work 25hours per week (Monday to Friday).
Position Type:	Part-time Location – National Office, Wellington
Delegated Authority:	As directed by the Chief Executive and or Operations Manager
Experience Requirements: <ul style="list-style-type: none"> • A passion/understanding of Equestrian sport (desirable but not essential) • High level of administrative and personal assistance experience • Proficient with Microsoft office, Website and Database systems • Project management • Event management 	
Key Relationships: <ul style="list-style-type: none"> • ESNZ Chief Executive • ESNZ President • ESNZ Chairman • ESNZ Board Members and Board Committee Members • ESNZ Staff • Other ESNZ Discipline Sport Managers 	
Position Objectives: <ul style="list-style-type: none"> • To provide administrative assistance to the ESNZ Chief Executive, ensuring that the Chief Executives' day operates smoothly, effectively and efficiently. 	
General Manager Support <ul style="list-style-type: none"> • Provide secretarial and administrative support to the ESNZ General Manager including: <ul style="list-style-type: none"> ○ Extensive diary and travel management ○ Correspondence ○ Special project support ○ Reconciling and coding credit card statement / expenses ○ Handle confidential issues and information 	
ESNZ Board Support <ul style="list-style-type: none"> • Provide secretarial and administrative support to the ESNZ Board including: <ul style="list-style-type: none"> ○ Preparation of board papers ○ Agenda ○ Full Minutes and summary for website ○ Action list ○ Meeting organisation including, travel, accommodation and catering 	

- Maintain ESNZ incident register
- Maintain ESNZ risk register

ESNZ Audit, Finance and Risk Committee Support

- Provide secretarial and administrative support to the ESNZ Audit, Finance and Risk Committee including:
 - Preparation of board papers
 - Agenda
 - Full Minutes and action list
 - Meeting organisation including, travel, accommodation and catering
- Provide secretarial and administrative support to ESNZ ad-hoc Committees from time to time, e.g. Membership Working Party, Constitutional Review Working Group.

Annual Report

- Leads the production of the Annual Report including:
 - Preparation of Annual Report in accordance with Constitution
 - Sourcing photographs and discipline reports

Annual General Assembly

- Leads the organisation of the ESNZ Annual General Assembly including:
 - Preparation of meeting papers in accordance with Constitution
 - Agenda
 - Full Minutes and summary for website
 - Voting papers
 - Meeting organisation including, booking venue, catering, travel and accommodation.
 - Assisting the Chief Executive with any presentations and awards.

Judicial Committee Support

- Provide secretarial and administrative support for any Judicial Committee appointed including:
 - Preparation of evidence
 - Hearing organisation, including booking venue, catering, recording
 - Keeping a timeline for all judicial complaints and issues.

Other Duties

- Manage Equestrian Sports NZ trophies.
- Take and keep bookings for the ESNZ Boardroom.
- Office supplies are organised and up to date.
- Assist with updating the ESNZ website and facebook page.
- Assist with Horse of the Year preparations i.e. invitation list, ticket requirements
- Keep the Board and disciplines up to date with any FEI correspondence i.e. FEI Rules proposals, FEI elections