



**EQUESTRIAN SPORTS
NEW ZEALAND**

Equestrian Sports New Zealand Position Description

Position	Endurance Administrator	Position Type	Fixed Contract
Reports to	Endurance Board Chair	Direct Reports	N/A
Business Unit	Endurance	Further Information	www.nzequestrian.org.nz
Location	TBC	Salary Range	\$25.00/hour

Equestrian Sports New Zealand (ESNZ) purpose

“To enrich the lives of humans and horses through equestrian pursuits”

ESNZ is the national sporting organisation providing leadership, support services and whole-of-sport programmes to the Equestrian disciplines of Dressage, Endurance, Eventing, Jumping and Para-Equestrian.

ESNZ staff are based across New Zealand (as well as some high performance personnel in the UK) with the majority working from our National Office.

ESNZ provides high quality equestrian competition, administration and other services that enable our members to compete and succeed at the level of their choice. It also supports volunteers, technical officials and coaches to achieve their goals within the sport, both nationally and internationally.

ESNZ values

Our core organisational values are:

- Welfare of the Horse and Human
- Integrity
- Excellence
- Inclusive

Purpose of this position

This role is responsible for supporting the ESNZ Endurance Board and Endurance Community with administrative support.

Key tasks

AGM Preparation and Communication	<ul style="list-style-type: none"> • Organisation of AGM's Booking venue • Compiling papers for distribution • Organising voting • Annual awards • Nationals' trophies awards
General Administration	<ul style="list-style-type: none"> • Shared drive access. Moving our data to Dropbox and updating. • Monitor Endurance email, distributing emails for action as appropriate • Letter writing • Results updating. Liaison with clubs to ensure information is correct • Minute taking at Board meetings, forums and AGM • Liaison, updating and following up on Calendar, rule changes, officials, membership etc. • Various Agreement updates, Club affiliation, Championship hosting etc.
Marketing, Sponsorship, Events	<ul style="list-style-type: none"> • Updating Website • Promotion of sport, events & sponsors. (newsletters, Facebook & Board updates).

	<ul style="list-style-type: none"> Ability to write and post on social media
Other	<ul style="list-style-type: none"> Other tasks as required to meet ESNZ Endurance objectives
Key relationships	
External	Internal
ESNZ Endurance Community ESNZ Endurance Clubs	Endurance Board Chair Sport Managers GM Finance and Operations GM Community ESNZ Support team
Person specification	
Experience and Skills	
<ul style="list-style-type: none"> Strong communication skills – written and oral Accuracy with data. Good Knowledge of Microsoft Office Good judgement and decision-making skills, and the ability to consult with the team as appropriate Experience in the sport of endurance would be ideal, but not mandatory Social media, website updating skills 	