

Sport Manager Eventing (Parental Leave)

Position Description

Reports to: ESNZ Eventing Board Chair and ESNZ GM Community

Position Type: Full time (40 hrs/wk)

Location: Remote

Dates: From mid-June 2025 for six months

About Us: Equestrian Sport New Zealand (ESNZ) Eventing

ESNZ exists for the equestrian community to participate in organised, safe and inspiring recreational and competitive equestrian sport experience. Our vision is to enrich the lives of humans and horses through equestrian pursuits.

The ESNZ Eventing discipline Board is responsible for Eventing in New Zealand, including its financial sustainability, and the organisation, promotion and growth of the sport. This is achieved by developing opportunities, programmes and facilities to enable, encourage and enhance the participation, enjoyment and performance of people and horses in the sport of Eventing in local, regional, national and international competition.

Purpose of the Role

The Sport Manager is the champion and leader of Eventing competition in New Zealand. They are accountable for:

1. Managing and coordinating the day-to-day operations of ESNZ Eventing to ensure the Board and Technical Advisory Group achieve their outcomes within their financial budgets.
2. Establishing an annual calendar of events.
3. Ensuring ESNZ Eventing meets its contractual and compliance requirements with sponsors, events, Equestrian Sports New Zealand and the FEI.
4. Supporting the Board implement an annual work plan to achieve its strategic objectives.

Key Functions

During this parental leave period the Sport Manager will focus on the following key activities:

Business Operations

1. Develop an annual management calendar for the administration of ESNZ Eventing.
2. Coordinate and ensure publication of informative, interesting and current contribution to the ESNZ and ESNZ Eventing membership communication mediums including the ESNZ Website, ESNZ Eventing 10 Minute Box and ESNZ Eventing Social Media channels.
3. Develop and implement an annual timeline to meet the sponsorship servicing and sponsor communication requirements of ESNZ Eventing efficiently and professionally.
4. Effectively coordinate and ensure delivery of all contractual support for sponsorship agreements on behalf of the ESNZ Eventing Board.
5. Monitor business financial activities and ensure that operational accounts are approved for payment monthly basis.
6. Support all ESNZ Eventing Board and Technical Advisory Group meetings, by arranging meetings, supporting the development of the agenda, preparing SM report and/or papers, taking minutes and recording action items and decisions.
7. Effectively manage the incoming and outgoing correspondence of ESNZ Eventing, Board and Committees.

Membership Support

1. Competently and professionally answer queries from the membership in regard to the Eventing discipline.
2. Review and publish in July annually an Event Management Manual, including a Secretaries Pack, that supports Organising Committees delivery of well planned, technically correct and successful events.

Technical Programme

1. Remain abreast of ESNZ Eventing technical rules, the ESNZ Eventing bylaw, Equestrian Sports NZ Constitution and General and Veterinary Regulations and all FEI proposals for rule or operational changes that will affect Eventing in New Zealand or internationally.
2. Collate communication from Equestrian Sports NZ and the FEI and effectively distribute to the Technical Advisory Group and wider audience where appropriate, collate feedback and deliver prepared recommendations for action to the ESNZ Eventing Board.
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 ESNZ Eventing Board on the incorporation and effect of such changes on the sport and technical rules in New Zealand.

Performance and Development

1. Complete all logistics in support of successful Oceania campaigns in collaboration with HP.
2. Complete all logistics in support of development camps or programmes in collaboration with HP.

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. Support the delivery of an effective, enjoyable Annual General Meeting for ESNZ Eventing.
3. Develop and maintain a proactive and productive relationship with Equestrian and Sport media personnel which supports the presence of Eventing in mainstream media.
4. Develop and implement processes to ensure communication throughout the membership of ESNZ Eventing is strong and positive, this will include management of the communication of activities, events, projects, rule changes and appointments.
5. Attend key events, in agreement with Chair and GM, to provide expertise and support capability building of an OC.

Other: Undertake other relevant duties as required to support Eventing as discussed and agreed with the Chair & GM.

Key Relationships

Internal

- ESNZ Eventing Discipline Board and Technical Advisory Group
- Area Groups, Organising Committees, and Facility operators
- All ESNZ staff (including other ESNZ Discipline Sport Managers)
- ESNZ Eventing Officials and volunteers
- ESNZ members and riders

External

- FEI
- Sponsors

Core Competencies

Collaboration, communication, customer centric, decision making, results orientated, innovation and change, team focus, attention to detail.

Attributes and Experience

- A passion and understanding of Equestrian sport and especially Eventing
- High level of administrative experience
- Proficient with Microsoft office, Website and Database systems
- Project and / or Event management
- The ability to inspire, empower and develop others
- Perseverance, resilience and ability to balance relationship / outcome focus
- Willingness to take ownership and be held accountable
- Strong written and verbal communication skills
- Willingness to work seasonal variations to get the job done