

Employer:	Equestrian Sports New Zealand	
Position Title:	ESNZ Jumping Administrator	
Reports to:	ESNZ Jumping Manager	
Position Type:	Full – Time (40hrs per week)	
Location:	Remote or based in Wellington office	
<p>Key Attributes Required:</p> <ul style="list-style-type: none"> • Excellent communication skills • Experience within an administrative role • Highly organised and flexible, able to multitask and meet challenging deadlines • Detail oriented and works with a high degree of accuracy • Ability to organise events, meetings and seminars • Proficient with Microsoft office, Website and Database systems 		
<p>Key Relationships:</p> <ul style="list-style-type: none"> • ESNZ Jumping Manager • ESNZ Jumping Board • ESNZ Jumping sub-committees and Show Hunter Executive • ESNZ staff • Area group delegates and show organising committees • Jumping members and sponsors • Jumping technical officials 		
<p>Current Scope of ESNZ Jumping business (specific to this position):</p> <ul style="list-style-type: none"> • All ESNZ Jumping & Show Hunter shows/competitions in NZ • Regulatory Framework - Rules of ESNZ Jumping and Show Hunter • ESNZ Jumping Annual Conference & AGM • Working to ESNZ Jumping Board’s strategic goals and targets • Officials pathways and framework 		
POSITION OBJECTIVES		POSITION PRIORITIES
<ul style="list-style-type: none"> • To actively participate in the achievement of the ESNZ Jumping objectives through delivery of proactive, high-quality service • To enhance the experience of members at competitions and other events • To support the administrative requirements of ESNZ Jumping and all stakeholders (including officials, areas, Board and committees) • To support stakeholders in the delivery of Jumping and Show Hunter competition 		<ul style="list-style-type: none"> • Provide assistance and administrative support services to the Jumping discipline of ESNZ including Show Hunter. • Provide administrative support to the ESNZ Jumping Manager • Assist with the coordination of events and seminars • Provide administrative support and guidance to organizing committees delivering events • Maintenance of website, database and Jumping social platforms

PRIMARY FUNCTIONS

GENERAL ADMINISTRATION

- Ensure that all ESNZ Jumping administrative systems are adhered to, to deliver high quality services to ESNZ Jumping stakeholders including riders.
- Be a first point of contact for membership enquiries relating to Jumping.
- Provide up to date reporting on all Jumping administration activities to the ESNZ Jumping Manager as required.
- Arranging travel and accommodation for ESNZ Jumping staff, Board members, volunteers, and officials.
- Provide administrative services to ESNZ Jumping committees.
- Efficiently administer all incoming and outgoing correspondence of the ESNZ Jumping Board and Committees.
- Management of programs, such as Star Spotters.

ORGANISING COMMITTEE/SECRETARY SUPPORT

- Efficiently co-ordinate and process show and series results for Jumping and Show Hunter as required.
- Have regular contact with Event and Area Secretaries before and after events to ensure all queries are efficiently answered.
- Take responsibility for the development and completion of the show dates card each year.
- Maintain levies and follow ups.
- Have regular contact with Event and Area Secretaries prior to competitions to ensure that rider and horse registrations are current.
- Co-ordinate timetables, schedules, travel, venue and information for Technical Seminars.
- Proof and amend show schedules before publication.
- Participate in annual training for organising committees and secretaries.

BOARD MEETING AND AGM ORGANISATION AND SUPPORT

- Provide secretarial and administrative support, including minute taking, filing, data input, maintenance and management of information as required.
- Ensure Agendas and Minutes are updated in BoardPro software and meeting summaries are published on website.
- Support the ESNZ Jumping Manager with the co-ordination and arrangements of internal and external meetings, including venues, catering and travel.
- Take minutes at internal and external meetings ensuring that follow-up action takes place within agreed timeframes.

TECHNICAL COMMITTEE AND OFFICIALS

- Prepare remits and recommendations for AGM.
- Update rules and amendments to rule books.
- Support for all technical officials as required with timely information or appropriate referrals.
- Organising seminars and courses for technical officials.
- Administration of technical issues throughout the season.
- Minutes of all technical meetings.
- Maintain official's pathways records including appointments, upgrades and tracking of eligibility requirements.

SPONSORSHIP ADMINISTRATION

- Maintain ongoing contact with sponsors on a regular basis for announcers' information, logos and other promotional material, as required.
- Ensure logos are all used correctly in show hunter and show jumping.
- Provide collateral to show organisers as required.
- Support Rider's Representative to ensure sponsors signage is displayed around premier events and other shows as required.



COMMUNICATION AND PR

- Proactive communication across all Jumping stakeholders.
- Getting things out to members, delegates, area groups, secretaries in a timely manner.
- Media release checking and preparation as required.
- Facebook site management including stories, sponsor promotions and membership notices.
- Web management including all posting, ensuring the site is up to date and relevant, and all material is in the right place and appropriately linked.
- Surveys and newsletters using tools such as google forms, Survey Monkey and MailChimp.