



POSITION DESCRIPTION
JUMPING MANAGER



Employer:	Equestrian Sports New Zealand	
Position title:	Jumping Manager	
Reports to:	ESNZ General Manager and ESNZ Jumping Board Chair	
Commencement date:	1 June 2018	
Salary:	\$70,000 to \$75,000 commensurate with experience	
Hours of work:	Full time 40 hours per week - Monday to Sunday (To be managed as appropriate, taking into account attendance at Jumping and other events within weekends)	
Position Type:	Full time	Based in Wellington or otherwise as agreed.
Delegated Authority	Staff Financial General	<ul style="list-style-type: none"> • Jumping Administrator • Show Hunter points co-ordinator • Contractors as agreed. <p>Expenditure within approved Jumping annual budget</p> <p>Leadership of:</p> <ul style="list-style-type: none"> • Jumping and Show Hunter strategic growth plan • Analysis of the sport and its opportunities • Performance • Overall sport management and administration • Sponsorship and revenue raising opportunities
Experience Requirements: <ul style="list-style-type: none"> • A passion for the Equestrian sport of Jumping • Proven business development experience and results • Experience working with a Board to deliver strategic growth • Leading teams of people to achieve set targets • Staff management and/or team leadership function • Budget accountability - development, monitoring and achievement • Project management and project measurement experience 		
Key Relationships: <ul style="list-style-type: none"> • ESNZ General Manager • Chair, ESNZ Jumping Board • Jumping Board • Jumping Board sub-committees & Show Hunter Executive • Jumping staff and contractors • ESNZ staff, including ESNZ HP personnel • Other discipline sport managers • Area group delegates & show organising committees • Jumping sponsors 		

<ul style="list-style-type: none"> • FEI Jumping staff • NZPCA • Secondary schools 	
<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 • National, Island, World Cup, Young Horse and FEI championships • Sport budget of approx \$500k per annum • Jumping & Show Hunter sections of the Horse of the Year Show • Regulatory Framework - Rules of Jumping and Show Hunter • Annual Series Final Show including awards dinner • Annual Conference & AGM • Liaison with national staff and • Training of Jumping technical officials • Family of Jumping & Show Hunter sponsors • Working to Jumping Board's strategic goals and targets • Line management of Jumping Administrator and other staff • Strategic development of Jumping performance programme & liaison with ESNZ High Performance 	
POSITION OBJECTIVES	POSITION PRIORITIES
<ul style="list-style-type: none"> • To drive the achievement of the Jumping strategic growth plan • To lead the Jumping staff team, contractors and volunteers to achieve outputs as determined by the Jumping Board • To enhance the competition experience of members at Jumping shows • To action Performance pathway initiatives to improve Jumping elite performances and enable the transition to High Performance 	<ul style="list-style-type: none"> • Jumping strategic growth plan • Driving increased participation in Jumping and Show Hunter through clever roll-out of initiatives and structures • Step change the connection between Jumping and its area groups and show organising committees • Lead Jumping team decision making and management • Grow efficient administrative, record keeping and compliance systems including financial management systems • Ensure all Jumping and Show Hunter stakeholders are appropriately communicated with using modern, time-efficient tools

PRIMARY FUNCTIONS

The primary focus of this role is leading the delivery of the ESNZ Jumping Strategic Growth Plan, with priorities to be agreed with the Jumping Board.

SPORT MANAGEMENT

- Proactively work with the Jumping Board, area groups and organising committees to identify, opportunities to create, leverage and implement projects and activities that generate value for ESNZ Jumping members.
- Lead a collaborative and consultative approach to change within ESNZ Jumping & Show Hunter.
- To lead the delivery of key projects and initiatives that will promote the sport of jumping in all areas from grass roots to high performance.
- To ensure ESNZ Jumping shows are safe, well organised, well presented and encourage higher levels of participation.
- To act as the advocate for jumping on cross disciplinary working parties and groups.
- Actively support and oversee education and promotion of Area Groups/Show Organisers in the development of their shows, local training events and connections with local pony clubs.
- Liaise closely with the Horse of the Year Show to ensure appropriate delivery of the Jumping and Show Hunter sections at each year's Show.

- In keeping with ESNZ protocol, liaise with relevant FEI staff and officials on non-operational Jumping matters.
- Maintain an overview of the work of the Jumping Board's sub-committees (including Technical, High Performance, World Cup and rider meetings)
- Maintain a high level of presence at Jumping events throughout the country on a regular basis.

COMPLAINTS AND ISSUES MANAGEMENT

- Experience in dealing with disputes and complaints in line with rules and processes.
- A fair and consistent approach to issues and issues management.
- An understanding of issues identification and management to ensure the reputation of jumping is maintained at a high level.
- An understanding of when to escalate issues to the board or ESNZ GM.

PERFORMANCE

- Review and develop the ESNZ Jumping performance pathways and the deliverables in those to a high standard.
- Work with the High Performance Committee, Performance Coach, selectors, coaches and relevant officials to deliver a well-planned representative performance programme including official Oceania Championship events.
- Work with ESNZ High Performance personnel to ensure a seamless transition for elite riders and horses to HP level.
- Promote and develop the training environment for performance riders.

GRANTS AND FUNDING

- Undertake the submission of community and charitable trust funding applications for jumping projects.
- Ensure all accountability reports are filed.
- Grow and develop the opportunities for grant funding and administering funding.

COMMUNICATIONS AND MARKETING

- **Leads the implementation of all new communications strategies and marketing initiatives to ultimately increase participation within Jumping & Show Hunter.**
- Promote and communicate consistent messages about ESNZ Jumping & Show Hunter's sport programmes and activity, aligned with achievement of Jumping's strategic growth aims.
- Leads a coordinated contribution of editorial and material for the Jumping website, Jumping e-newsletter and Jumping social media.
- Supports ESNZ implementation of new strategies to connect and communicate with all ESNZ members, volunteers, supporters and potential members and supporters.

FINANCIAL

- Is instrumental in the partnership programme with Jumping sponsors and partners to ensure income levels are maintained and grown.
- Identify new areas for partnerships and fill these.
- Ensure that stewardship of all jumping financial partners is a clear priority and is delivered.
- Lead the preparation of ESNZ Jumping's annual sport operating budget - including identifying and costing new initiatives to deliver the growth plan.
- Reviews Jumping accounts monthly, notes queries, follows up on any invoices over quote or outside of expectations and has an awareness of debtor issues.
- Ensure accurate records of project related funding, activities and purchases are submitted to the ESNZ Finance Director for reconciliation against payments and receipts monthly.
- Leads project-based applications to external funding trusts including gaming machine trusts.
- Understands the wider ESNZ financial environment, targets and constraints.
- Adheres to ESNZ financial policies and delegation authorities.
- Delivers the AGM financial information in a way that is understood by all stakeholders.
- Collation and coding of all invoices on a monthly basis.
- Assist with processing invoices, expense claims, income and expenditure for Jumping.
- Assist with preparation of budgets, cashflow and financial reports for the board as required.
- Preparation of management reports, board financial reporting and debtor reporting.
- Preparation of budget and cashflow for approval by the GM and the Jumping Board.
- Liaison with the financial department on all operational finance matters for Jumping to ensure all financial coding, reporting and results are as accurate as can be.

- To prepare financial statements and information for the Jumping AGM annually.

SPORT PROGRAMMES

- Leads an annual planning meeting for the Jumping programme to establish and agree an annual operating plan stating annual goals, service delivery, budgets and projects.
- Delegates projects and activities to other Jumping staff, contractors and volunteers.
- Leads, supports and manages achievement of Jumping's annual operating plan.
- Grows available funding for Jumping through sponsorship, funding agencies, user pays products and user pays activities.
- Builds strong beneficial relationships with area groups and organising committees.

ADMINISTRATIVE LEADERSHIP

- Leads an annual review of Jumping resources, documentation and systems to continually improve quality of resources and efficiency of delivery of service to members.
- Ensures Jumping's administrative systems are cost efficient and effective in delivering high quality services to Jumping stakeholders including riders.
- Offers high quality support to other Jumping staff, including line management of the Communications & Marketing Manager, Operational Administrator and any contractors.
- Delivers appropriate servicing of the ESNZ Jumping Board and Jumping Conference/AGM.

PEOPLE MANAGEMENT AND LEADERSHIP

- Leads a competent team of people capable of achieving ESNZ Jumping's annual performance and delivery targets at all times.
- Sets the KPIs of the Jumping Administrator and monitors through formal performance review processes.
- Holds regular meetings of all Jumping staff to ensure alignment of priorities and targets for the following period.
- Ensures all staff have current ESNZ independent employment agreements (IEA) on file.
- Ensures staff are actively involved in relevant and appropriate training and/or professional development
- Is proactively developing the skills and capability of each individual in the team so that they are progressing positively through their own job targets each year.
- Keeps proactive communication in place with ESNZ General Manager regarding all staffing issues.
- Is actively involved in all Jumping Board meetings.
- Understands and communicates the Jumping strategic plan and what this means for personal job and performance targets, development of strategies, sport development and future opportunities.
- Is proactively involved in all training opportunities provided by ESNZ and makes involvement in an annual management training programme a priority.
- Actively engages with other ESNZ sport programme leaders to continually review own performance, look for and identify opportunities to do things better and to continually improve management capability and business performance.

ESNZ Jumping