



**DESCRIPTION**

**JUMPING ADMINISTRATOR  
OPERATIONAL**



<b>Employer:</b>	<b>Equestrian Sports New Zealand</b>	
<b>Position Title:</b>	<b>Jumping Administrator</b>	
<b>Reports to:</b>	<b>Jumping Manager</b>	
<b>Salary Range:</b>	<b>\$45,000 - \$50,000 commensurate with experience.</b>	
<b>Position Type:</b>	<b>Full-time</b>	<b>Location: ESNZ National Office, Wellington or other as required</b>
<p><b>Work Experience Requirements:</b></p> <ul style="list-style-type: none"> <li>• A passion for the Equestrian sport of Jumping</li> <li>• Experience within an administrative role</li> <li>• Highly organised and flexible</li> <li>• Detail oriented and works with a degree of accuracy</li> <li>• Ability to multitask and meet challenging deadlines</li> <li>• Organising and coordinating events, meetings and seminars</li> <li>• Excellent communication skills</li> </ul>		
<p><b>Key Relationships:</b></p> <ul style="list-style-type: none"> <li>• Jumping Manager</li> <li>• Chair, ESNZ Jumping Board</li> <li>• Jumping Board sub-committees &amp; Show Hunter Executive</li> <li>• ESNZ Chief Executive &amp; other ESNZ staff</li> <li>• Area group delegates &amp; show organising committees</li> <li>• Jumping members and sponsors</li> <li>• Senior Jumping technical officials</li> <li>• ESNZ membership team</li> </ul>		
<p><b>Current Scope of ESNZ Jumping business (specific to this position):</b></p> <ul style="list-style-type: none"> <li>• All ESNZ Jumping &amp; Show Hunter shows/competitions in NZ</li> <li>• National, Island, World Cup, Young Horse and FEI championships</li> <li>• Jumping &amp; Show Hunter sections of the Horse of the Year Show</li> <li>• Regulatory Framework - Rules of Jumping and Show Hunter</li> <li>• Annual Conference &amp; AGM</li> <li>• Working to Jumping Board's strategic goals and targets</li> <li>• Officials pathways and framework</li> </ul>		
<b>POSITION OBJECTIVES</b>		<b>POSITION PRIORITIES</b>
<ul style="list-style-type: none"> <li>• To actively participate in the achievement of the Jumping strategic growth plan through delivery of high quality competitive opportunities</li> <li>• To enhance the competition experience of members at Jumping shows</li> <li>• To support the annual and daily administrative requirements of Jumping</li> <li>• To assist with the delivery of Jumping competition results</li> </ul>		<ul style="list-style-type: none"> <li>• Provide assistance and administrative support services to the Jumping discipline of ESNZ including Show Hunter.</li> <li>• Provide administrative support to the Jumping Manager</li> <li>• Assist with the coordination of all events and seminars</li> </ul>

## PRIMARY FUNCTIONS

### TECHNICAL COMMITTEE

- Rules and amendments to rule books.
- Support for officials and judges.
- Organising seminars and courses for technical officials.
- Administration of technical issues throughout the season.
- Remits and recommendations for AGM.
- Minutes of all technical meetings.

### FEI COMMITTEE and FEI CORRESPONDENCE INCLUDING

- World Cup and CSI 1\* administration
- FEI WJC administration
- FEI Children's Challenge administration
- Minutes and record keeping
- Filing all FEI results and requirements
- Advising shows and organising committees on FEI requirements
- Liaison and admin for riders attending overseas FEI competitions
- Assisting overseas riders where necessary to obtain the correct FEI paperwork for entering overseas competitions.

### BOARD MEETING AND AGM ORGANISATION AND SUPPORT

- To provide secretarial and administrative support, including typing, minute taking, filing, data input, maintenance and management of information as required.
- To support the Jumping Manager with the co-ordination and arrangements, including preparation of agenda and papers, of internal and external meetings.
- To take Minutes at internal and external meetings ensuring that follow up action takes place within agreed timescales.

### 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 rebate collation 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 Rider Events and Technical Seminars, Nationally and Internationally.
- Proof and amend all show schedules before publication.
- Produce all World Cup schedules, including organisation of officials, communication with areas, timetables, results and submission to the FEI for approval.

### COMMUNICATION

- Provide pro-active administrative services to all Jumping committee chairs.
- Efficiently administer all incoming and outgoing correspondence of the Jumping Board and Committees.

### SPONSORSHIP ADMINISTRATION

- Maintaining ongoing contact with sponsors on a regular basis.
- Ensuring logos are all used correctly in show hunter and show jumping.
- Providing all banners and collateral to show organisers as required.
- Management of sponsors signage around premiere events and other shows as required.
- Management of sponsors hospitality and hosting at key events.
- Management of sponsors contracts and ensuring all the aspects are fulfilled and communicated.
- Ensure all sponsors have paid their invoices and proactively manage any issues around sponsorship.

### **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 advertising and creating new potential funding streams through this.
- 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.

### **PERFORMANCE COMMITTEE**

- Minutes of committee.
- Organisation of logistics for team trips including uniforms, flights, invoicing and reporting.
- Maintaining YR clinic and training information, invoicing and reporting.
- Administer Jumping dress code for international events.

### **GENERAL ADMINISTRATION**

- Implementation of the office administration systems.
- To manage the diary of all up-coming events and deadlines.
- Ensure that all Jumping administrative systems are adhered to, to deliver high quality services to Jumping stakeholders including riders.
- Be a first point of contact for all membership enquiries relating to Jumping.
- Provide up to date reporting on all Jumping administration activities to the Jumping Manager as required.
- Arranging travel and accommodation for all Jumping staff, Board members, volunteers and officials.