

# Para-Equestrian Sport Manager

## Job Description

**Title:** Para-Equestrian Sport Manager

**Position Description:** To provide administrative, co-ordination and management services to the Para-Equestrian discipline of Equestrian Sports NZ (ESNZ).

<b>Employer:</b>	Equestrian Sports New Zealand	
<b>Position Title:</b>	Para-Equestrian Sport Manager	
<b>Reports to:</b>	Chief Executive	
<b>Salary:</b>		
<b>Position Type:</b>	Fixed Term Contract	Start:  End:
<b>Delegated Authority:</b>	<ol style="list-style-type: none"> <li>1. Financial delegation of \$1,000.00 +GST as delegated by ESNZ.</li> <li>2. Negotiation for goods and services required as prescribed in an approved budget.</li> <li>3. Organise and partially authorise approved payments for goods and services incurred by Para-Equestrian. Final authorisation is the responsibility of the Chief Executive.</li> </ol>	
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>• ESNZ Chief Executive</li> <li>• Para-Equestrian Working Committee</li> <li>• Para-Equestrian Administrator</li> <li>• Show Jumping, Dressage, Endurance and Eventing Sport Managers</li> <li>• ESNZ Para High Performance Personnel</li> <li>• Officials, Area and Event Secretaries</li> </ul>	
<b>Position Objectives</b>		
<ul style="list-style-type: none"> <li>• To establish, administrate and co-ordinate the efficient operation of the Sport of Para-Equestrian in New Zealand on behalf of ESNZ while supporting the Para-Equestrian Working Committee to achieve their annual plan and targets in accordance with the Para-Equestrian Strategy.</li> </ul>		
<u>Accountability</u>		
<ul style="list-style-type: none"> <li>• In delivering this the Sport Manager will: <ul style="list-style-type: none"> <li>○ Provide accurate management context to the Para-Equestrian Working Committee to support their governance, leadership and decision making activities in working towards the Para-Equestrian Strategy.</li> <li>○ Implement administrative systems; develop procedures and policy and schedule activities to ensure the Para-Equestrian discipline will achieve their objectives both in the short, medium and long terms.</li> <li>○ Develop effective networks within the sport that support the creation and maintenance of strong financial resources, technical resources, venues and development opportunities for volunteers, officials, riders and coaches.</li> </ul> </li> </ul>		
<u>Business Operations</u>		
<ul style="list-style-type: none"> <li>• Develop an annual management calendar and operating policy for the administration of Para-Equestrian.</li> <li>• Co-ordinate and ensure publication of informative, interesting and current contribution to the ESNZ and Para-Equestrian membership communication mediums including the ESNZ Website, and Para Facebook page.</li> <li>• Develop and implement an annual timeline to efficiently and professionally meet the sponsorship servicing and sponsor communication requirements of Para-Equestrian.</li> </ul>		

- Effectively co-ordinate and ensure delivery of all contractual support for sponsorship agreements on behalf of Para-Equestrian.
- Support the Para-Equestrian Committee in the establishment of an accurate annual budget for Para-Equestrian activities.
- Develop an annual calendar for and effectively coordinate and ensure submission of professional funding applications to charitable and community trusts in support of Para Committee targeted outcomes relating to the Para Equestrian Strategy.
- Complete all reporting requirements efficiently at the completion of any sponsored or funded event or project.
- Monitor business financial activities and ensure that operational accounts are approved for payment on a monthly basis.
- Keep the Para-Committee fully informed of trends, substantial changes, development or leveraging opportunities within the wider sports industry.
- Provide monthly financial summaries reporting actual vs budgeted outcomes with accurate explanations of variances to the Para-Committee.

#### Membership Services

- Develop and deliver strategies for increasing participation.
- Review and publish annually an Event Management Manual, including a Secretaries Pack that supports Organising Committees delivery of well planned, technically correct and successful events.

#### Technical

- Remain abreast of Para-Equestrian technical rules and by-laws, the ESNZ Constitution, General and Veterinary Regulations and all FEI proposals for rule or operational changes that will effect Para competitions in New Zealand or internationally.
- 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 Para Committee on incorporation and effect of such changes on the sport and technical rules in New Zealand.
- Actively lead the committee to annually review the Para-Equestrian technical rules and bylaws to ensure their currency, application and effectiveness to achieve the Para-Equestrian Strategy.
- Actively recruit Para Equestrian Judges and Stewards whilst pro-actively working on providing Officials seminars and continual education.

#### Sport Liaison

- Establish and maintain a strong, functional and communicative relationship with the ESNZ office, Para-Equestrian Administrator, ESNZ High Performance Director/Operations Manager and other discipline Sport Managers.
- Work closely with the ESNZ High Performance staff on matters relating to Para-Equestrian Elite events.
- Develop and implement processes to ensure communication throughout the membership of Para-Equestrian is strong and positive; this will include management of the communication of activities, events, projects, rule changes and appointments.

#### Events

- You are expected to attend the following events;
  - Nationals Championships
  - Island Championships (North & South)
  - Horse of the Year Show

- Variety of other regional and local events, meetings and seminars as agreed with ESNZ and the Para-Committee.