

Position Description



Position Title:	Sport Manager Eventing	
Reports to:	CEO / Eventing Board	
Full time employee	40 hours per week	
Position Type:	Full time	Location – TBD
Delegated Authority:	As per the Organisation delegation matrix	

EQUESTRIAN SPORT NEW ZEALAND OVERVIEW:

Equestrian Sport New Zealand (ESNZ) is the national sports organisation (NSO) for Equestrian Sports in New Zealand as recognised by Sport New Zealand (SNZ) and High-Performance Sport New Zealand (HPSNZ), the New Zealand Olympic Committee (NZOC), the New Zealand Paralympic Committee (NZPC) and the Federation Equestre Internationale (FEI).

ESNZ is responsible for the management and development of the sport through the various disciplines to provide pathways and competition for riders, coaches, officials and international teams representing New Zealand from age group development to elite teams, including World Championships and the Olympic Games. The disciplines include Eventing, Show Jumping, Dressage, Endurance and Para.

ESNZ is structured across the Areas of **Community and Participation** (Coaches, Officials, Schools, Wellbeing, Other Equine partners) **High Performance** (Athletes, Coaches, Athlete support staff) **Competition** (Led by Disciplines) **Finance and Risk** and **Operations IT**.

ESNZ's vision is to enrich the lives of humans and horses through equestrian pursuits.

Equestrian Sports New Zealand exists for the equestrian community to participate in organised, safe and inspiring recreational and competitive equestrian sport experiences. *'Pony to Podium'*

We will deliver our vision through three clear focus areas:

- Quality Horse and Human Recreational Experiences
- Quality Horse and Human Competitive Experiences
- World Winning Performances

Underpinning this is our values of:

- Integrity
- Excellence
- Inclusiveness
- Wellbeing of the Horse and Human.

See our attached Statement of Strategic Intent and ESNZ Structure documents.

PURPOSE OF THE ROLE:

The purpose of this role is to be the champion and leader of the discipline of Eventing competition in New Zealand.

Accountability

The Sport Manager is directly accountable for:

1. Supporting the Board implement an annual work plan to achieve its strategic objectives.

2. Managing and coordinating the day-to-day operations of ESNZ Eventing to ensure the Board, Technical Advisory Group and any other Board Subcommittee or portfolio, and the National Championship events achieve their targeted outcomes within their financial budgets.
3. Establishing an annual funding plan and completing all activities required within this plan.
4. Establish an annual calendar of events
5. Ensuring ESNZ Eventing meets its contractual and compliance requirements with sponsors, events, Equestrian Sports New Zealand and the FEI.

KEY FUNCTIONS OF THIS ROLE:

Business Operations

The Sport Manager is responsible for the ongoing development of the business and operating systems of ESNZ Eventing.

In this function the Sport Manager will:

1. Develop an annual management calendar and operating policies 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. Complete accurate minutes of all ESNZ Eventing Board meetings including summary action lists.
4. Complete accurate minutes of all Technical Advisory Group meetings including summary action lists.
5. Develop and implement an annual timeline to meet the sponsorship servicing and sponsor communication requirements of ESNZ Eventing efficiently and professionally.
6. Effectively coordinate and ensure delivery of all contractual support for sponsorship agreements on behalf of the ESNZ Eventing Board.
7. Support the ESNZ Eventing Board in the establishment of an accurate annual budget for ESNZ Eventing activities.
8. Develop an annual calendar for and effectively coordinate and ensure submission of professional funding applications to charitable and community trusts in support of ESNZ Eventing Board and Committee targeted outcomes. ESNZ will need to support these applications
9. Complete all reporting requirements efficiently at the completion of any sponsored or funded event or project. These reports to include a report of key outcomes and a letter of appreciation to the funders.
10. Monitor business financial activities and ensure that operational accounts are approved for payment monthly basis.
11. Keep the ESNZ Eventing Board fully informed of trends, substantial changes, development or leveraging opportunities within the wider sports industry, Sport NZ, Equestrian Sports NZ or the FEI.
12. Provide monthly financial summaries reporting actual vs budgeted outcomes with accurate explanations of variances to the ESNZ Eventing Board.
13. 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. Develop and bring to the Board for discussion suggestions for increasing participation, improving the way we do things or simplifying the process from interest to participation for competitors, volunteers and officials.
3. 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.
4. Review and publish in February annually an Area Committee guide that supports committees effectively leading Eventing in their region and contributing to the national development of Eventing as a sport.

Technical Programme

1. Support the communication processes of the Technical Advisory Group ensuring distribution of technical information and proposals and collating responses and feedback.
2. 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.
3. 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.
4. 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 incorporation and effect of such changes on the sport and technical rules in New Zealand.

Performance Programme

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. Establish and maintain a strong, functional and communicative relationship with the Equestrian Sports NZ office, Sport Team Leader, ESNZ High Performance Director and other disciplines Sport Managers.
3. Remain current with the other Disciplines of Equestrian Sports NZ and their initiatives, systems and processes for administrative services and sport management delivery.
4. Communicate effectively the goals, work in progress, results and outcomes that Eventing is achieving with Equestrian Sports NZ staff and Eventing members.
5. Support the delivery of an effective, enjoyable Annual General Meeting for ESNZ Eventing.
6. Develop and maintain a proactive and productive relationship with Equestrian and Sport media personnel which supports the presence of Eventing in mainstream media.
7. 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.

CORE COMPETENCIES:**Collaboration**

Contributing to high performing teams by valuing and supporting team members, and proactively managing conflict.

Communication

Communicating with confidence and clarity to individuals and groups to gain commitment and a shared understanding.

Customer Centric

Maintaining high standards and focusing self and others on understanding and meeting customer and stakeholder needs.

Decision Making

Assimilating and analysing information from different sources and evaluating the pros and cons of available options before making decisions.

Results Orientated

Enabling and facilitating the delivery of business outcomes with passion and accountability.

Innovation and Change

Openness to change and an eagerness to embrace new ideas, processes and improved ways of working.

Team Focus

Builds trust through being open and transparent while encouraging collaboration, cooperation, and

coordination.

Attention to Detail

Follows agreed process steps, reviews materials to ensure they are accurate, clear and concise and follows up to ensure quality of work and/or actions are completed.

KEY RELATIONSHIPS:

Internal

- ESNZ Eventing Discipline Board
- Technical Advisory Group
- Area Groups
- Organising Committees
- Facility operators
- CEO
- Other ESNZ Discipline Sport Managers
- ESNZ staff
- ESNZ HP personnel
- ESNZ Eventing Officials
- ESNZ Eventing Volunteers
- ESNZ Coaches Network
- ESNZ members and riders

External

- FEI
- NZ Pony Clubs
- NZ Secondary Schools
- Sponsors and Partners

EXPERIENCE REQUIREMENTS:

- A passion/understanding of Equestrian sport (desirable but not essential)
- High level of administrative experience
- Proficient with Microsoft office, Website and Database systems
- Project management
- 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
- Passion for learning & development, sport, and communities