

### Committee Manager

- Newly created role
- Governance focus
- Central liaison to volunteer committee network

Equestrian Australia is one of Australia's leading national sporting organisations with a history of Olympic and Paralympic success.

With eight equestrian disciplines, we have a vast network of volunteers who help shape and support our sport. Importantly, we have National Committees for our equestrian disciplines, as well as a small number of industry expert committees and working groups brought together as required. Often serving as the "brains trust" for technical rules and increasingly having input into our strategic direction, their connection to our office and Board is critical.

In this newly created role, you will facilitate the liaison between our committees and office. This requires a strong understanding of governance principles, superior administration coordination and an ability to work collaboratively with a multitude of stakeholders.

This is a demanding role which requires a diligent focus on learning and understanding the rules and protocols of our sport. You will lead the design and delivery of the committee liaison, supervise a small team and manage the flow of advice to management and the Board. You will also be central to our communications with the Fédération Equestre Internationale (FEI) and our State Branches.

With proven management experience, you will be comfortable working in an environment with competing demands and a focus on detail. You will understand the complexity of working closely with a volunteer network and the associated time management requirements to facilitate outcomes.

You will have a willingness to be flexible as working hours can vary, particularly for some committee meetings which are held at EA events and/or on a weekend.

Equestrian knowledge will be a distinct advantage.

If you are interested in joining our team as Committee Manager, please send your resume and covering letter outlining the skills and experience you will bring to the role to [kristen.lyons@equestrian.org.au](mailto:kristen.lyons@equestrian.org.au) by 17 August 2016. A position description is available upon request.