

Position Description

Position Title	Sport Services Officer – FEI Events
Function / Team	Sport Operations
Employment Type	Part-time (22.5 hours per week)
Classification	N/A
Reports To	General Manager – Sport Operations
Location	Sydney Olympic Park – Flexible Working Available to right candidate

Organisation	Equestrian Australia (EA) is the peak body for the administration of Equestrian Sport in Australia. The organisation manages four Olympic / Paralympic sports and four non-Olympic sports. The commitment to success is encouraged at every level of the sport and is reflected in world-class results at Olympic level. As a result Australia has earned the reputation as an elite Equestrian nation.
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Team Purpose	The Sport Operations team has responsibility for providing participation pathways and programs for the sport's participants, pathways and education for officials and coaches in the sport, working collaboratively and supporting the Sport's National Discipline and Coaching Committees, and administering the sport's national medication control program.
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Position Purpose	To provide administrative support to event Organising Committees (OCs) and athletes in the implementation of Federation Equestre Internationale (FEI) events in Australia.
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Responsibilities	<p>The following responsibilities are indicative requirements of the role and are not intended to represent an exhaustive list of all requirements.</p> <ol style="list-style-type: none"> 1. Establish quality and productive relationships with key internal and external stakeholders 2. Devise and develop effective administrative workflows to increase efficiency and enhance the quality of output, making recommendations where appropriate 3. Document policies and procedures 4. Manage annual calendar applications and approvals for submission for all FEI Disciplines 5. Create website event calendar entries for FEI and Australian Championships 6. Undertake FEI administration tasks relating to schedules, entries, and results
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	<ol style="list-style-type: none"> 7. Co-ordinate athlete and horse registrations and passports (new and renewal) as required for FEI entries 8. Work with OCs to create relevant communication about FEI and Australian Championship events 9. Provide first line response for queries relating to FEI events 10. Manage administration and results for the EA Leader Board Series 11. Respond to day to day queries and requests 12. Maintain in house databases and contact lists 13. Other administrative tasks as required 14. Assist Finance Manager with reconciliation of FEI invoices for calendar, franchising and other fees to be billed to Organising Committees 15. Coordinate invoicing of World Cup Riders Levy with Finance Manager as soon as practicable after each event 16. Coordinate FEI Rulebook feedback annually 17. Adhere to, uphold and promote the principles of organisational policies and operating procedures. 18. Other duties as directed to support the overall success of the organisation's sport initiatives.
<p>Key Performance Indicators</p>	<ul style="list-style-type: none"> • Consistently uphold the organisational values. • Demonstrate a whole of organisation view, and positively represent and promote the interests of the organisation amongst colleagues, stakeholders and members. • Achieve coaching KPIs and targets in accordance with the EA strategic plan, as it relates to the Sport Operations team.
<p>Qualifications</p>	<p>Tertiary qualifications in Sports Management or Administrative Support is highly desirable for this position, along with a commensurate level of experience within a not for profit organisation.</p>
<p>Skills, Knowledge and Experience</p>	<ul style="list-style-type: none"> • Solid administrative experience with a high attention to detail • Sound capability with internet applications and MS Office (Outlook, Word, PowerPoint, Teams, Excel) • Ability to build and maintain strong relationships with key stakeholders, colleagues and the member community to enhance and strengthen EA's profile and reputation • A confident and considered communicator, comfortable with responding to queries • Strong written communication skills with the ability to write appropriate emails and reports with regard to tone, content and the audience

	<ul style="list-style-type: none"> • Ability to work collaboratively with others to provide a high quality service • Ability to cope with high pressure, tight deadlines and multiple, competing priorities • A reliable team player with a hands-on, can-do ethos • Willingness to work flexible hours, as required • Equestrian knowledge and an interest in the development of equestrian sport is highly regarded
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Key Behaviours	<ul style="list-style-type: none"> • Works for the good of the organisation as a whole, by adopting an enterprise-wide leadership perspective, and harnesses the collective contribution of the team to achieve the organisations vision. • A can-do attitude, and natural ability to bring enthusiasm and positive energy to the team. • Open to change, sees the opportunity presented by new ideas, flexible and accommodating in approach. • Customer/member focussed, able to understand other perspectives and strives to enhance and deliver an outstanding experience for all participants. • Identifies and suggests new and innovative approaches and ideas with confidence, in a considered and respectful manner. • Takes responsibility for own actions, is proactive in solving problems and sees issues through. • A team player, works effectively with others, collaborates and shares information to build collective knowledge. • Is inclusive in approach, and shows respect for all others at all times. • Committed to continuous improvement, and organisational development.
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Notes	Working with Children Clearances, willingness to undergo a Police Check, driver licence and car, outside of ordinary business hours work expectations, some domestic travel required
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We value and strive to deliver an inclusive and diverse workforce, representative of the communities we work within. We welcome and encourage applications from all people who have an interest to work with us, and who can make a positive and new contribution to our team.