

JOB DESCRIPTION

Job Title: Eventing Operations Coordinator

Department: High Performance

Reports To: High Performance Director

Location: Remotely Based

Nature and Scope

Equestrian Australia is the governing body responsible for the administration of Equestrian Sport in Australia from junior levels through to elite competition, including the Olympic and Paralympic Games. Equestrian Australia's LA2028 and Beyond Integrated High Performance Strategy is the key instrument driving the direction for the Eventing High Performance program. The program is funded by the AIS to deliver medal outcomes at the Olympic Games. Our values of teamwork, integrity, inclusion and excellence underpin our actions and behaviours.

The Eventing Operations Coordinator reports to the High Performance Director and is a key role within the Eventing High Performance Program, working closely with the Eventing manager, Technical Lead, Performance Pathways Coordinator and performance support staff. The High Performance Eventing Operations and Logistics Coordinator is jointly responsible for coordinating delivery of the High-Performance Eventing Program and coordinating logistics and team preparation for 2026 Aachen World Championships and the 2028 Los Angeles Olympic Games.

Functions and Responsibilities

Eventing operations and logistics coordinator responsibilities include but are not limited to:

- Managing the Eventing National High Performance Program's operations and logistics in support of EA's High Performance Director, Eventing Manager/Chef d' Equipe, Technical Lead, Performance Support staff and consultants.
- Managing International Eventing entries, FEI registrations and Passports for athletes based offshore (e.g., Europe, UK, North America)
- Provide administrative and logistical support to the MDT for GOLD squad athletes specified operational outcomes from athletes IPP's in the area's from; Eventing Manager, Technical Lead, MPC, AW&E, Physiotherapist in GB/USA
- Working closely with HPD and PP Coordinator to support delivery of the operational Plan for Eventing squad athletes based in UK and USA
- Leading and managing the coordination of UK/Europe-based Eventing Squad training camps and off-horse workshops
- Provide information as requested by the High Performance Director from competitions in the UK, USA, EU for High Performance Director, Eventing Manager/Chef d'Equipe, Eventing Technical Lead and Selectors.

- Providing ongoing support to Australian Eventing athletes competing internationally or planning an international competition campaign, including advice and assistance with travel logistics and required documentation, logistical considerations for overseas events, adherence to FEI regulations, BE Rules and regulations with the aim of minimising barriers to international competition.

Selection Criteria

Required

- Exceptional organisational and time management skills, with the ability to multi-task and prioritise
- Meticulous attention to detail
- Excellent written and verbal communication
- Demonstrated budget management skills and experience
- Demonstrated ability to work collaboratively in a small team
- Excellent network-building and relationship management skills, including ability to positively influence and work collaboratively with a range of stakeholders
- Ability to problem-solve efficiently and effectively with a positive outcome or solution
- Understanding of the equestrian landscape and culture domestically and internationally

Desirable

- Experience in arranging domestic and international (team) logistical movements
- Tertiary qualifications or industry experience in sport management and operational planning and implementation

Additional Requirements

- This role will involve some out of hours and weekend work, and some international travel