

### Position Description

<b>Position Title</b>	FEI Liaison Officer
<b>Function / Team</b>	Member Services
<b>Employment Type</b>	Full Time (38 hours per week)
<b>Classification</b>	N/A
<b>Reports To</b>	General Manager – Member Services
<b>Location</b>	Hybrid flexible working available to the right candidate, potential job share option.

<b>Organisation</b>	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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<b>Team Purpose</b>	The Member Services 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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<b>Position Purpose</b>	To provide administrative support to event Organising Committees (OCs), athletes in the implementation of Federation Equestre Internationale (FEI) and Equestrian Australia (EA) sports and events in Australia.
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<b>Responsibilities</b>	<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"> <li>1. Establish quality and productive relationships with key internal and external stakeholders</li> <li>2. Devise and develop effective administrative workflows to increase efficiency and enhance the quality of output, making recommendations where appropriate</li> <li>3. Document policies and procedures</li> <li>4. Manage annual calendar applications and approvals for submission for all FEI Disciplines</li> <li>5. Create website event calendar entries for FEI and Australian Championships</li> </ol>
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	<ol style="list-style-type: none"> <li>6. Undertake FEI administration tasks relating to schedules, entries, and results</li> <li>7. Co-ordinate athlete and horse registrations and passports (new and renewal) as required for FEI entries</li> <li>8. Work with OCs to create relevant communication about FEI and Australian Championship events</li> <li>9. Manage administration and results for the EA Leader Board Series</li> <li>10. Assist Finance Manager with reconciliation of FEI invoices for calendar, franchising and other fees to be billed to Organising Committees</li> <li>11. Coordinate invoicing of World Cup Riders Levy with Finance Manager as soon as practicable after each event</li> <li>12. Coordinate FEI Rulebook feedback annually</li> <li>13. Adhere to, uphold and promote the principles of organisational policies and operating procedures.</li> <li>14. Other duties as directed to support the overall success of the organisation's sport initiatives.</li> </ol>
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<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Consistently uphold the organisational values.</li> <li>• Demonstrate a whole of organisation view, and positively represent and promote the interests of the organisation amongst colleagues, stakeholders and members.</li> <li>• Additional KPIs will be aligned with the evolving priorities of the organisation to ensure goals remain relevant.</li> </ul>
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<b>Qualifications</b>	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.
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<b>Skills, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Solid administrative experience with a high attention to detail</li> <li>• Sound capability with internet applications and MS Office (Outlook, Word, PowerPoint, Teams, Excel)</li> <li>• Ability to build and maintain strong relationships with key stakeholders, colleagues and the member community to enhance and strengthen EA's profile and reputation</li> </ul>
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<b>Key Behaviors</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• A can-do attitude, and natural ability to bring enthusiasm and positive energy to the team.</li> <li>• Open to change, sees the opportunity presented by new ideas, flexible and accommodating in approach.</li> <li>• Customer/member focused, able to understand other perspectives and strives to enhance and deliver an outstanding experience for all participants.</li> <li>• Identifies and suggests new and innovative approaches and ideas with confidence, in a considered and respectful manner.</li> <li>• Takes responsibility for own actions, is proactive in solving problems and sees issues through.</li> <li>• A team player, works effectively with others, collaborates and shares information to build collective knowledge.</li> <li>• Is inclusive in approach, and shows respect for all others at all times.</li> <li>• Committed to continuous improvement, and organisational development.</li> <li>• A confident and considered communicator, comfortable with responding to queries</li> <li>• Strong written communication skills with the ability to write appropriate emails and reports with regard to tone, content and the audience</li> <li>• Ability to work collaboratively with others to provide a high quality service</li> <li>• Ability to cope with high pressure, tight deadlines and multiple, competing priorities</li> <li>• A reliable team player with a hands-on, can-do ethos</li> <li>• Willingness to work flexible hours, as required</li> <li>• Equestrian knowledge and an interest in the development of equestrian sport is highly regarded</li> </ul>
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<b>Notes</b>	Working with Children Clearances, willingness to undergo a Police Check, driver license 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.*