

## EQUESTRIAN AUSTRALIA – JOB DESCRIPTION



**Position:** Jumping Manager

**Department:** High Performance

**Reports To:** High Performance Director

**Background:**

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 2032 High Performance Strategy, 2024 Paris Podium Performance Plan, and the 2021 – 2024 Pathways Strategy are the key instruments driving the direction for High Performance. Our values of teamwork, integrity, inclusion and excellence underpin our actions and behaviours.

**Role Purpose:**

The High Performance Jumping Manager is a part-time position responsible for jointly leading all aspects of the High-Performance Jumping Program, also support in the preparation for Paris 2024 Olympic Games, whilst working closely with the HPD, Jumping Chef d'Equipe, Selectors and EAJC.

The Jumping Manager shall be responsible for coordinating the High-Performance and Operational Plan for Paris 2024 in the discipline of Jumping. This will include managing and maintaining key stakeholder relationships.

**Specific Functions and Responsibilities:**

The Jumping Manager is responsible for communications with the Athletes, National Jumping Selectors, National Jumping Committee, High Performance Director and HP support staff.

Jumping Manager responsibilities include but are not limited to:

- Managing all international Jumping entries (Europe, UK, North America)
- Providing administrative support to the Jumping Chef d'Equipe and Selectors, and assisting in the development of IPPs
- Managing wildcard applications and Australian Young Horse Entries to FEI competitions
- Liaising with the EA Media Team regarding Event Coverage, Social Media Updates and Press Releases
- General management of all Jumping athlete requirements in preparation for Paris 2024 and liaising with Equestrian Australia's AOC liaison.

The Jumping Manager reports to the EA High Performance Director and Chef d'Mission.

**Skills**

The Jumping Manager must demonstrate the following:

- A high level of knowledge and understanding of Jumping in Australia
- A high level of interpersonal skills, time management and attention to detail
- An ability to work as part of a team and also to exercise initiative when required
- A very high level of organisational and administrative skills
- High-level communication skills, both written and oral.

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## **Personal Attributes**

The Jumping Manager must demonstrate the following:

- High degree of personal and professional integrity
- Ability to maintain confidentiality
- Capacity to engender respect from riders, officials, owners and others involved in the sport
- Ability to cope with numerous tasks simultaneously and to deal with stressful situations
- Communicate in an open, honest and respectful manner
- Be collaborative, inclusive and open to others' ideas
- Self-awareness and emotional intelligence
- A positive attitude in the face of difficult situations.

## **Location**

This position is available for remote delivery, with provision to be available in person as required. The role will require domestic travel.

## **Hours**

The Jumping Manager will be required to manage Jumping entries from riders in another timezone eg, EU and USA, this will require some work outside of usual working hours.