

Role: Pathway Administrator

Reporting to: Pathway Manager – Athletes

Role Purpose: To provide quality administrative support for the Equestrian Pathway Programs for Athletes

Responsibilities:

- Provide first line response for queries relating to the Pathway Programs
- Undertake all administration relating to the athlete pathway programs and horse registrations/passports, and maintain accurate record management
- Manage and maintain data integrity across multiple platforms including the Sporting Schools database Online, MyEA and FEI systems
- Devise and develop effective administrative workflows to increase efficiency and enhance the quality of output, making recommendations where appropriate.
- Implement approved initiatives with regard to budget, resources and timeframes
- Support team with the creation of program material, program platforms and camps including sourcing content and creating documentation
- Assist with the co-ordination of seminars, camps and other forums across Australia
- Create relevant, regular communication for the Equestrian community about our pathway programs.
- Administration of the Australian Sports Commission Sporting Schools Program.
- Other administrative tasks as required

Required Skills and Attributes:

- Demonstrated administrative experience in a similar role with an eye for detail
- Sound capability with the internet and MS Office (Outlook, Word, Powerpoint and Excel)
- Proven results working with complex databases and associated reporting
- 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 via phone
- Good written communication skills with the ability to write appropriate emails and reports with regard to tone, content and the audience
- Evidence of the ability to co-ordinate projects and implement tasks accurately and within set timeframes
- Self-motivated, with the ability to cope under pressure with multiple projects and competing priorities
- A friendly, reliable team player with a hand-on, can-do ethos
- Willingness to work flexible hours, as required
- Equestrian knowledge will provide an advantage. An interest in the development of equestrian sport is a must.