

Development Officer – Equestrian Australia

Equestrian Australia is the National Sporting Organisation representing Equestrian Sports in Australia.

The "governing bodies" of EA are the National Board, the National Sport Committees (NSCs) (Dressage, Jumping, Eventing, Vaulting, Show Horse, Endurance and Carriage Driving), the NCAS Committee, the National Office including the CEO and the Branches of EA.

The Board of Equestrian Australia sets the overall policy and governs the National organisation. National Sport Committees develop and administer the sport-technical aspects of their respective Sport/Discipline. The National Office, together with EA's Branch Offices, implements Board policy to provide the best possible range of services to the members of EA.

The National Office and State Branch offices have a small core of professional support. This core is supported by a huge number of volunteers, from board and committee members to officials, organisers and helpers at events. It is the volunteers who make equestrian sport work.

The National Sporting Organisation has a number of roles

- Service individual members and clubs
- Represent the sport nationally & internationally
- High Performance Management
- National Rules, Policies and Systems
- Communication, Education and Training
- Promotion of the Sport

Reporting to the Commercial Manager, and working from the Equestrian Victoria office, the successful applicant will be involved in managing the implementation of activities and programs to promote Equestrian sports in their designated area.

They will be responsible for delivering event support, community participation and development, the Ready Set Trot program and High Performance (HP) activities.

General Responsibilities

- Implementation of activities and programs to support the growth of equestrian sports.
- Manage interactions with all relevant stakeholder
- Activate the Ready Set Trot initiative and programs in the designated area including working with local centres and stakeholders to drive participation
- Coordination of National and State HP clinics, camps and programs

- Assist as required at major events where the EA has an involvement.
- Developing and maintaining an excellent working relationship with the respective community, EA personnel and Branch Office staff.
- Being a contributing and positive member of the EA national office team.
- Behaving appropriately and professionally with staff, both in the National Office as well as in all the State Branches, and with members.
- Other duties as required from time to time

Required Skills

- Experience and ability to maintain relationships with a diverse group of stakeholders
- Good understanding of the management and delivery of development and high performance programs
- Intermediate Microsoft Word, Access and Excel skills
- Demonstrated written and oral skills
- Demonstrated time management skills
- Demonstrated organisational and communication skills
- Ability to work autonomously
- Commitment to attention to detail in all aspects of work
- Customer service ethic and friendly phone manner

Personal Attributes

- Excellent team skills and ability to work in small office environment
- Ability to work under pressure
- Eagerness to contribute and assist when and where required

The role requires regular after hours and weekend activities. The successful candidate will be subject to checks under the relevant Working with Children Program.

How to apply

Please send your CV and a cover letter to felicity.dubois@equestrian.org.au by COB Friday 26 September 2014.