



Equestrian Victoria

Position Description: Show Horse Coordinator

Part Time: 24hrs per week (negotiable)

Purpose:

As the Show Horse Coordinator you will assume the duty of clerical and administrative support in order to optimise workflow processes in the EV office. You will assist colleagues and executives by supporting them with planning and distributing of event information. You will be the central point of reference for all queries, requests or issues from member, participants, suppliers and officials regarding any show horse events or initiatives.

The successful candidate will be highly competent in prioritizing work load, possess the ability to work autonomously and deliver excellent customer service. They will be self-motivated, transparent and maintain confidentiality, privacy at integrity at all times.

Key Relationships

Internal

- CV CEO
- EV Show Horse Committee Chair
- EV Chair
- EV office staff (including other disciplines)

External

- RAS
- Show Horse Committees of other states
- Show suppliers and contractors
- Werribee Park National Equestrian Centre (WPNEC) Staff

Principle Responsibilities

- Support the EV show horse subcommittee in planning and coordinating events
- Provide administrative support to EV Show Horse Chair, EV CEO and EV Chair
- Coordinate volunteers
- Seek and organise Sponsorship of events
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- Diligently attend to member and stakeholder queries and redirect them to the relevant officials where appropriate
- Maintain show horse records/database, including member information, phone log, height records etc
- Support and facilitate the completion of regular reports for show horse sub committees, including expense reports
- Prepare and disseminate correspondence, memos and forms to members and other key stakeholders



- Coordinate travel arrangements for judges and officials
- Work collaboratively with other EV staff from other disciplines; Dressage, Eventing, Show Jumping etc
- General office duties (ordering of office supplies etc)
- Undertake occasional receptionist duties
- Any other duties as allocated by EV CEO

Essential Skills and Experience

Educational Qualifications

- VCE completion or equivalent

Experiential Requirements

- Demonstrated knowledge and experience in the 'show horse' industry/environment (mandatory)
- Experience as an administrative assistant/coordinator
- Demonstrated ability to problem solve and be responsive to escalating issues
- Experience in working in teams (directing and delegating tasks/actions),
- High degree of multi-tasking and time management capability
- Excellent written and verbal communication skills
- Strong IT literacy, including MS Office, Outlook and Excel

Other conditions

There is flexibility for this position to complete some working hours at home. As there are peak times in the show horse calendar it is preferred that the applicant can negotiate with EV to increase availability in these periods.

Applying for position

All candidates must provide a cover letter, response to the essential skills and experience criteria, a current resume and 2 references.

All applications to be sent to: events@equestrianvictoria.com.au

Queries

All queries about this position to be directed to Mitch Fox, EV Show Horse Chair, m. 0448 142 306

Closing Date: Friday 1st of April 2016, COB (5pm)