

VICTORIAN STATE TEAM MANAGER FOR 2021 INTERSCHOOL NATIONALS POSITION DESCRIPTION

ORGANISATIONAL ENVIRONMENT

Equestrian Victoria's vision is to: *"Provide leadership and pathways to enable all participants to live their equestrian dream"*. The following values are the cultural compass for the way we operate and the standards of behaviour we expect of our Board, staff, volunteers, and representatives:

- Professionalism – striving for excellence
- Integrity – ethical, responsible, and accountable
- Transparency – open and honest communication
- Respect – partnerships, collaboration, and inclusive engagement.

This position requires the ability to work autonomously, and a large amount of interaction with EV Office Staff and EV Interschool Committee.

OVERVIEW

Equestrian Victoria is seeking expressions of interest from passionate, self-motivated, and goal-orientated persons wishing to be part of the management team for the Victorian Interschool State Team competing at Werribee Park National Equestrian Centre on the 20th – 24th of September 2021.

The Australian Interschool Championships (or Interschool Nationals) is the pinnacle interschool event, with teams from all states competing in Dressage, Eventing, Combined Training, Jumping and Show Horse.

This is a volunteer role.

ELIGIBILITY

- Current EA/EV Membership
- Current, or willing to obtain, Working with Children Check

KEY RESPONSIBILITIES

- Assisting Interschools Victoria (EV) to ensure team positions are filled in accordance with the Victorian Interschool team Selection Policy.
- Checking technical details of information provided by the Organising Committee (OC).
- Coordinating the distribution of relevant information to the Victorian Team members in a timely manner.
- Coordinate the submission of the Victorian Team entries.
- Be the point of contact between team members and the OC in the lead up to and during the event.
- Attend all required technical meetings in the lead up to and during the event.
- Manage the team dynamic and be responsible for management of issues relating to the team and Victorian individuals.
- Report to the Interschool Victoria committee.
- Assist in the facilitation of the team training weekend.

SKILLS AND KNOWLEDGE REQUIRED

- A high level of knowledge and understanding of the competition requirements in interschool with previous experience of the Australian Interschool Championships.
- An ability to provide leadership in team situations.
- An ability to handle conflict and manage change.
- Ability to 'think on your feet'
- Strong planning and organisational skills
- Attention to detail and ability to prioritise tasks effectively

Personal Attributes

- High degree of personal and professional integrity.
- A commitment to follow the principles of Interschool Victoria and EA Codes of Conduct.
- Tact and diplomacy balanced with the capacity to make decisions.
- Ability to maintain confidentiality.
- Ability to cope with numerous tasks simultaneously and to deal with stressful situations.
- Ability to gain respect from riders, parents, officials, and others involved in the sport.

IT Skills

- Previous experience with nominate (specifically with entering competitions) preferred.
- Ability to write and respond to emails.
- Familiarity with Microsoft programs (Excel and Word).

CONTACT

For further information please contact Emily at isv@equestrianvictoria.com.au and reference the position title in the subject line.