



POSITION DESCRIPTION EDUCATION MANAGER

ROLE

Education Manager

ORGANISATION OVERVIEW

Equestrian NSW (ENSW) is the not-for-profit state sporting organisation which governs and leads equestrian sports in NSW. It has more than 8,000 members, a turnover of about \$2.5m per year, employs seven people and is based at Sydney International Equestrian Centre.

ROLE CONTEXT

Officials and volunteers are the backbone of equestrian sport in NSW. It is essential that there are adequate numbers of well-trained and discipline-specific officials and volunteers to ensure the safe and efficient management of competitions and the wider sport. NSW is the largest state in Australia both by membership and also by the number of competitions conducted and therefore has the greatest need for volunteers and officials of all states. ENSW affiliated clubs report that their single biggest issue is obtaining enough volunteers and officials to run their competitions.

Setting the national framework for officials training is the responsibility of Equestrian Australia and it is overseen by the National Discipline committees in accordance with the sport-specific rules. For some disciplines (eg, eventing) the training syllabus for technical delegates is delivered by the national discipline committee (with delivery in each state being funded by that state). In other disciplines (eg, dressage) the training syllabus for judges is delivered by the state discipline committee, Dressage NSW, using training materials developed at a national level. Training has been delivered predominantly in person, and generally consists of both theory and practical elements. There has been limited use of online resources to date, although the covid situation has accelerated this process.

Under the ENSW strategic plan, education is identified as one of the key priority areas. Objectives include to:

- Ensure a sustainable supply of well trained and competent officials and volunteers.
- Produce competent and knowledgeable equestrian athletes who are well versed in horse care and welfare and the rules of their discipline and their sport.
- Support clubs and events in running safe and efficient competitions and ensure all their statutory and fiduciary duties are clear and able to be met.
- Support coaches to undertake personal development and continual learning to enable best practice to be taught across sports.

ROLE PRIMARY PURPOSE

To lead the education function under ENSW and deliver the organisation objectives detailed by the Board and CEO.

ROLES AND RESPONSIBILITIES

- Develop a working relationship with counterparts at Equestrian Australia to ensure the compatibility of educational materials and platforms.
- Undertake assessments of the training materials available across all equestrian disciplines and the wider sport landscape (eg, state squads, clubs, etc).
- Research and review effective adult education in other sports, equestrian disciplines internationally as well as best practice vocational adult education program.
- In consultation with ENSW and the Discipline committees, identify gaps in official and volunteer numbers and develop targets for delivery.
- Liaise with NSW Discipline Committees, the Coaching Committee and ENSW members to determine training needs and assess if needs are being met through the current structure.
- Identify gaps - any shortfall/weakness both at a discipline and whole of sport level.
- Identify commonality between the user groups.
- Develop an effective training roadmap which encompasses official, rider and club elements and recommends priorities for implementation.
- Work with the Discipline Committees setting up the Learning Management System (LMS) pilot program to enable a wider roll out across all disciplines and coaching.
- Work proactively with the Discipline Committees to assist in the preparation of educational material and/or resources as needed for the LMS.
- Develop support and training resources for new committee members of affiliated clubs and discipline committees.
- Establish a system to measure program efficacy and completion/dropout rates with a focus on continuous improvement.
- Report to the CEO/ENSW Board on progress and key performance indicators.

COMPETENCIES AND SKILLS

- **Sport Governance** – includes an understanding of the legal, ethical, fiduciary and financial responsibilities.
- **Sport knowledge** – experience in equestrian and related governing bodies.
- **Risk Management** – understanding the principles of risk management and experience in the practical application of risk management across an organisation.
- **Managing People and Change** – experience in current management thinking on education, branding and stakeholder engagement.
- **Communication** - excellent communication, presentation and public speaking skills.

VALUES AND BEHAVIOURS

- **Integrity** – appropriate independence and putting the organisation’s interests before personal interests.
- **Collaborative yet curious and courageous** – must be able to function as an effective team member but also must have the curiosity to ask questions and the courage to persist in robust discussions with management and board members where required.
- **Emotional intelligence** – as well as self-awareness, needs to demonstrate empathy through strong interpersonal skills. Must work well in a group, actively listen, be tactful yet able to communicate in a cogent and candid way.
- **Resilience** – determination in the face of adversity and change.

COMMITMENT

- This is a permanent, part-time position, reporting directly to the CEO and indirectly to the Board Education Committee.
- The Board Education Committee meets about four times per year, or as needed.
- Overall hours are about 20 hours per week, with flexibility to meet the requirements of the role.
- Partial remote working is available.
- Remuneration - TBA
- Holiday leave, sick leave and long service leave will be in accordance with statutory requirements.

QUALIFICATIONS AND EXPERIENCE

- Minimum Cert IV Workplace Training and Assessment.
- Qualifications in adult Education (desirable).
- Proficient in MS Office; e-learning software experience is an asset.
- Proven experience as a corporate trainer, adult educator or similar.
- Understanding of effective teaching methodologies and tools.
- Willingness to keep abreast of new techniques in corporate teaching.

Name: TBA
Education Manager

BRUCE FARRAR
Chief Executive Officer

Date: / /