

Formed in 1921, the Fédération Equestre Internationale (FEI) is the governing body for all international events in Jumping, Dressage and Para-Equestrian Dressage, Eventing, Driving and Para-Equestrian Driving, Endurance, Vaulting and Reining. It establishes the regulations and approves equestrian programmes for Championships, Continental and Regional Games as well as the Olympic & Paralympic Games.

The FEI promotes equestrianism in all its forms and encourages the development of the FEI equestrian disciplines throughout the world, keeping the welfare of the horse at the heart of all activities.

Today, the FEI has 134 member National Federations and there are over 3,700 international events annually, including a number of FEI Championships and global FEI series. Over 90,000 riders and horses are registered and women and men compete as equals.

Over 85 FEI staff are working in the FEI's headquarters in Lausanne, ensuring the sport continues to grow and flourish, the rules are enforced, the results are processed, the international calendar is managed, and that the very values that are at the core of equestrian sport are safeguarded and promoted.

The FEI is looking for a full-time **Veterinarians & Education Programmes Administrator** in its Veterinary Department for a maternity leave replacement **from July to December 2017**. The position is based in Lausanne.

## **Purpose of the Role**

The FEI Veterinary Department works across all sports disciplines. The person will be in charge of all the departmental communications and information dissemination aspects and will provide general coordination to the Director of the main activities related to the education programmes of FEI Veterinarians.

## **Key Responsibilities**

- Monitor queries, draft and coordinate the Department's responses to stakeholders
- Coordinate departmental projects
- Manage prospective and current FEI Veterinarians, including promotions and suspensions
- Coordinate communications with National Head Veterinarians, Official Veterinarians, Permitted Treating Veterinarians and National Federations
- Coordinate the delivery of the Department Education content
- Coordinate the organisation of veterinary courses, the registration of participants and the appointment, travel and payment of course directors
- Manage the National Head Veterinarians community and assist with their education
- Participate on ad-hoc tasks & projects as required

## **Position Requirements**

- Bachelor Degree or equivalent
- Solid administrative experience (10 years minimum)
- At ease when coordinating and working with large databases
- Proven experience in the public and educational sectors as an administrator
- Fluent in English, spoken French is a plus
- Excellent command of MS Office
- Strong organizational skills
- Ability to work well within a team and meet deadlines
- Experience and knowledge of equestrian sports is a plus

***If you are interested in this temporary mission, please send your complete application to [recruitment@fei.org](mailto:recruitment@fei.org) by 21 April 2017.***