

***Committee, Schedules, Results &
Championships Administrator,
Endurance & Driving Department***

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.

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 133 members of National Federations and there are over 4,000 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 90 FEI staff are working in 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 **Committee, Schedules, Results & Championships Administrator** with 100% rate of activity for its Endurance & Driving Department. The position is based in Lausanne and is **available immediately**.

Purpose of the Role

Reporting to the Director of the Department, the Administrator will provide general administrative support to the Endurance & Driving Department and will be mainly responsible of the Committee, Schedules, Results and Championships of both disciplines.

Key Responsibilities

- Carry out administrative tasks related to the Endurance & Driving disciplines
- Process and follow-up with competition events schedules, monitor competitions' results and rankings
- Supervise championships qualifications
- Liaise with all the different sports stakeholders and National Federations
- Assist with sports rules revision, competition series, appointment and/or promotion of Officials
- Support statistics for annual reports, website and other publications
- Write and edit all relevant information on the website such as department news, sport specific updates, etc.

Position Requirements

- International administrative experience required (3 years minimum)
- Fluent in English (written and spoken)
- Excellent command of MS Office
- Ability to work well under pressure, meet deadlines and take responsibility
- Strong organizational skills
- Experience of equestrian sports or other sports useful

If you are interested in the position, please send your full application by e-mail to recruitment@fei.org by 25 April 2018.