Manager, Jumping Department

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 137 members of National Federations and there are over 4,500 international events annually, including a number of FEI Championships and global FEI series. Over 120,000 athletes and horses are registered and women and men compete as equals.

Over 95 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.

Purpose of the Role

Reporting to the Director Jumping, the successful candidate will lead and oversee the work of the support team providing guidance with the expertise needed.

The position is based in Lausanne, Switzerland. The starting date is to be agreed upon but ideally in March 2020.

Key Responsibilities

Schedules
- Approve/oversight and follow up of schedules in coordination with the Director

Minimum Requirements
- Oversee the follow-up of reports in collaboration with the Manager, Officials, and ensure compliance with minimum standards

Certification
- Act as the central point of contact for certification of timing systems, technical equipment, certificate of capabilities, etc.
Jumping Committee

- Responsible for the Rule revision process: compile all comments received from stakeholders on proposed modifications to the Jumping Rules and Jumping Committee position on each modification;
- Oversee the organisation of Committee meetings: logistics and publication of documents, preparation of the minutes;
- Consult with outside stakeholders when needed and summarise information on issues arising;
- Prepare presentations and executive summaries for Jumping topics at relevant internal and external meetings as needed; and
- Organise Working Group meetings as needed and prepare the minutes;

Jumping Department

- Handle general requests for information from other departments, National Federations, Organising Committees, MOU stakeholders, officials and general public;
- Prepare miscellaneous correspondence on behalf of the Discipline Director;
- Represent the Director during his/her absence; and
- Manage the team in the absence of the Director.

Position Requirements

- Significant experience in equestrian sports specifically with Jumping;
- Proven administrative experience within the sports industry;
- Fluent in English. Other languages are a plus;
- Strong team player and team management skills; and
- Good communication and presentation skills.

You will be working in first class facilities, downtown Lausanne, accessible from public transportation within minutes from Lac Léman. We will be happy to present you other benefits we offer.

If you meet the position requirements, We want you! We are a dynamic Sports Federation and would gladly receive your application at recruitment@fei.org