National Equestrian Federation
Administrator

Job Description

**Missions and responsibilities:**

A NF Administrator has a similar range of responsibilities to administrator in other fields, but usually focus on Sport services for the NF Members.

Specific responsibilities vary considerably and may contain any of the following:

- Carrying out administrative duties, using systems and processes relevant to the NF.

- Responding to enquiries and request for information from other organisations (NOC, FEI, Ministry of Sport...) and NF Members (Regional associations, Clubs...).

- Ensuring administrative systems, processes and databases are efficient and well managed.

- Organising meetings, conferences, courses for the NF.

- Liaising with stakeholders, committees, national sporting organisations.

- Advising Clubs administrators on different areas such as organisation, promotion, sport rules and regulations...

- Managing budget, controlling finance allocated for sport project, NF activities.

- Managing website content and information.

- Managing, supervising and training NF administrative staff.