

# 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.