



Job Description

Title:	Equestrian Development Executive
Reporting to:	Equestrian Development Manager
Job Purpose:	Assist with the development and implementation of programmes and activities for the annual Dublin Horse Show and other equestrian pursuits of the Society, to enable it to carry out its Mission of supporting the Irish Sport Horse breeder and producer

Key Responsibilities

1. Assisting in the implementation of the Dublin Horse Show (DHS) strategy involving hosting an International CSIO to the highest standard.
2. Responsible for the International classes for the DHS such as processing of show entries, organisation of prizes and other associated matters.
3. Responsible for updating DHS print materials such as the Catalogue and Programme of Events. This also involves updating the various equestrian databases annually.
4. Administering the mailouts to Judges and Stewards and finalising a list of officials.
5. Administering the exhibitor mailout, handling exhibitor queries and processing of Horse Show entries.
6. Assisting with organising qualifiers for the DHS. This will include all relevant documentation and finalising judges.
7. Preparing the Simmonscourt Arena programme for National Jumping including the startlists.
8. Assisting in the development of new classes annually.
9. Working closely with the Equestrian Committee in implementing decisions and activities for the DHS and preparing and undertaking any administration work on behalf of the Equestrian Committee such as agenda items and minutes.
10. Building and developing sound relationships with other Equestrian Organisations.
11. Participating in any other RDS projects, events, activities or duties as directed by the Equestrian Development Manager, Horse Show Director and/or Chief Executive.

Person Specification

Personal Attributes

- Confident, credible and motivated person with the proven ability to work accurately under pressure to tight deadlines;
- A self-starter with excellent team player qualities;
- Proven ability to complete tasks in a detail-orientated, methodical and organised manner to agreed procedures;
- People orientated person, tactful and diplomatic enabling him/her to resolve difficult situations as they arise;
- Ability to learn new technologies.

Experience

- A strong understanding of the Irish Equestrian Industry;
- Experience in a developmental role would be advantageous;
- Experience using databases (SQL and Filemaker) and software such as the Microsoft suite and Adobe.

Qualification

- Third Level qualification in an Equestrian related discipline.

Skills

- Strong level of computer proficiency and database knowledge;
- Good communication, interpersonal and presentation skills;
- Excellent organisational, administration and project management skills;
- Strong attention to detail;
- Good analytical and problem solving skills.