



Job Vacancy Secretary General of the European Equestrian Federation

The position is to be filled with immediate effect. Contact Hanfried Haring before 18 January 2016 to apply. On request, applications will be treated confidentially.

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Job Description

The Secretary General reports to the Board via the President, so he/she

- works and acts for the best interest of the EEF, committing his full working time to this duty. Any sideline business requires written approval of the President.
- executes and follows up projects like the “Brotherhood Programme” as well as other specific projects and business given by the President.
- prepares and takes minutes of meetings of the Board.
- keeps contact with sponsors and takes care of the execution of sponsor contracts.
- conducts business trips with the approval of the President.
- represents the EEF in case of absence of the President and Vice-Presidents if authorised.

The Secretary General is leader and organiser of the EEF office, responsible for

- communication and regular business correspondence with the EEF members, the FEI and the administration of the EU as well as with other organisations working in the field of equestrian sport
- daily management of equestrian sports within the frame of the Statutes and Internal Regulations of the EEF
- bookkeeping and account management
- website administration
- the planning, organisation and execution of the General Assembly, meetings of the Board and of Working Groups as well as of other meetings as decided by the President

Specific requirements

- Very good command of spoken and written English
- Basic technical knowledge of the equestrian sport, preferably with a background as Athlete or Official
- Office management and administration skills

Location

The work place is Warendorf, Germany. This might be subject to change in coming years.

9 December 2015