



The European Equestrian Federation (EEF), the representative body for the European based National Equestrian Federations, is seeking an experienced Sport Events Liaison Manager to join a dynamic team. This full-time remote position will play a pivotal role in liaising with hosts of FEI European Championships in collaboration with the FEI and managing the Longines EEF series.

Profile: EEF Sport Events Liaison Manager (SELM) for FEI European Championships & Longines EEF Series

Professional Summary:

A SELM with extensive experience in managing international sports events and strong equestrian background. The EEF SELM will work in close collaboration with the EEF stakeholders and the FEI Senior Event Manager in relation to FEI European Championships for Seniors.

Proven track record in establishing and nurturing relationships with European national sport federations and event Organisers.

Skilled in developing long-term strategies for identifying and appointing hosts, facilitating discussions, and providing comprehensive support throughout the event lifecycle.

Adept at ensuring successful event delivery through meticulous planning, continuous monitoring, and effective post-event evaluation.

Key Responsibilities:

1. Relationship Management:

- Establish and maintain strong relationships with European national federations and event Organisers.
- Develop and sustain interest in hosting European Competitions and Championships.

2. Strategic Planning:

- Formulate a long-term approach for identifying and appointing hosts for European Championships and Longines EEF Series
- Provide strategic advice to FEI and EEF on potential hosts and facilitate initial discussions.

3. Documentation and Agreements:

- Collaborate with FEI and EEF to draft/provide input on bid documentation and host agreements.



- Advise on the appropriate scope, requirements, responsibilities, and terms for these documents.

4. Bid Evaluation:

- Offer feedback and contribute to the FEI and EEF bid evaluation process.
- Conduct site visits and evaluations as needed to support the bid assessment.

5. Technical and Operational Support:

- Provide expertise (technical and operational) to support Organisers.
- Conduct site visits and project reviews in association with FEI and EEF to ensure smooth planning and execution.

6. Event Monitoring and Reporting:

- Monitor progress during the event planning phases, identifying any issues and reporting to FEI and EEF.
- Attend European Championships to oversee event delivery and provide support to Organisers and the FEI team.
- Attend Longines EEF Series events to oversee event delivery and provide support to Organisers

7. Post-Event Evaluation:

- Coordinate post-event debriefings with Organisers.
- Collect and provide feedback to FEI and EEF to inform future event planning and execution.
- Provide feedback in coordination with FEI/EEF to Organisers to strengthen their future plans
- Facilitate knowledge transfer between the Organisers

Skills and Expertise:

- **Relationship Building:** Expertise in establishing and nurturing relationships with key stakeholders.
- **Strategic Planning:** Ability to develop and implement sustainable long-term strategies for event hosting.
- **Documentation Proficiency:** Skilled in drafting and advising on bid documents and agreements.
- **Evaluation and Analysis:** Competence in conducting site visits, evaluations, and providing insightful feedback.
- **Technical Support:** Strong background in providing technical and operational guidance to event Organisers.
- **Project Management:** Proficient in monitoring and reporting on event planning and execution phases.



- **Communication:** Excellent communication skills for effective liaison and support throughout the event lifecycle.
- **Language:** Fluency in English is required. Other languages are an advantage.

Experience:

- Demonstrated experience in managing international top-sports events, including ideally equestrian international high-level events and championships.
- Proven ability to work collaboratively with national federations, event Organisers, and international sports bodies.
- Track record of successfully delivering events with a focus on operational excellence and stakeholder satisfaction.

Education:

- Advanced certifications or training in event planning and management are a plus.

Personal Attributes:

- Leadership and interpersonal skills.
- Detail-oriented with excellent problem-solving abilities.
- Adaptable and capable of working under pressure in dynamic environments.
- Committed to continuous improvement and excellence in event management.

The job is full time on remote basis. The ideal candidate must have the willingness to travel extensively in Europe.

Apply now. Please send your complete application documents (resume, application letter and certificates) by email to EEF Secretary General Teodor Sheytanov secretarygeneral@euroequestrian.eu

Deadline for submitting applications is 7th of February 2025.