



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 and FEI stakeholders in relation to FEI European Championships.

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.

Reporting and Mandate

The SELM reports to the EEF Secretary General, who sets priorities and oversees performance. For FEI European Championships, the Manager works in close coordination with the designated FEI counterpart, supporting host development, bid assessment and organiser readiness within the responsibilities agreed between EEF and FEI.

For the Longines EEF Series, the SELM coordinates planning and delivery on behalf of EEF within an agreed work programme and budget.

The SELM identifies and escalates material risks to the EEF Secretary General and, where relevant, the FEI counterpart. Decisions on host appointment, contractual commitments and changes to event requirements remain with the relevant authorised EEF or FEI bodies.

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 Support and Event Monitoring:

- Provide technical and operational expertise to support Organisers throughout the planning and delivery phases.
- Conduct site visits and project reviews in association with the FEI and EEF to monitor planning progress, identify issues and report them back to both, ensuring smooth planning and execution.
- 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.

6. 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
- 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.
- Ideally, experience in these areas within equestrian sport, including high-level international events and championships. Proven experience of working effectively in a remote, international environment is an advantage.

Education:

- A Bachelor's degree in Sports Management, Business Administration, or a related field is an advantage.

Advanced certifications or training in event planning and management are also an advantage..

Personal Attributes:

- Collaborative and diplomatic, with strong interpersonal skills and the ability to influence and build consensus among stakeholders.
- Self-motivated and proactive, able to anticipate needs and work independently in a remote setting.
- 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, with a forward-thinking and strategic mindset.

The job is full time on remote basis. Candidates should be comfortable working autonomously from a home office, in regular online coordination with the EEF and the FEI. Depending on the



candidate's location and circumstances, the EEF may facilitate regular access to a shared office environment. The candidate must be willing to travel extensively across Europe to conduct site visits and attend events and meetings, and should be based within easy reach of international transport connections. As championship allocation and delivery cycles span several years, the EEF is seeking a candidate able to commit to the role over the long term.

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

secretarygeneral@euroequestrian.eu

The position is to be filled as soon as possible.

Deadline for submitting applications is 10th of November 2026.