



## **REGISTRAR OF THE IRISH NATIONAL HUNT STEEPLECHASE (INHS) COMMITTEE**

The Irish Horseracing Regulatory Board is the Racing Regulatory Body for horseracing in Ireland.

It is now seeking to fill the position of Registrar of the Irish National Hunt Steeplechase Committee.

### **The Role**

The Registrar of the INHS Committee is a Key Leadership role, and will be responsible for integrity matters relating to National Hunt racing including the administration of Point-to-Point racing.

The Registrar of the INHS Committee will work with the Directors of the IHRB, Stewards of the INHS Committee and other stakeholders to ensure that this is delivered to the highest standard and will report to the Chief Executive of the IHRB.

Specific responsibilities will include:

- Provision of oversight, advice, recommendations and strategic assistance on all aspects of national hunt racing.
- Provision of oversight, advice, recommendations and strategic assistance on all aspects of Point-to-Point racing.
- Provision of information to the Chief Executive to assist and support the overall strategic plan in a timely manner while working to identify cost efficiency opportunities.
- Administration of Point-to-Point racing to include:
  - Supervision of the Point-to-Point Department and relevant staff
  - Preparation and administration of Point-to-Point Regulations Book
  - Ensuring that the highest standards of integrity is provided at Point-to-Points
  - Secretary to the Point-to-Point Committee
  - Preparation of the Fixture list and race programmes
- Liaising with third party service providers and trade associations in relation to areas of responsibility;
- Recommendations on the setting of rules and regulations for national hunt racing.
- Identification of key objectives for staff and implementation and promotion of a strong communications ethic between relevant staff.
- Advocating on behalf of the INHS Committee at committee meetings or other fora in relation to the policies, views and reforms of the Regulatory Bodies when required.
- Secretary and preparation of agendas for general meetings of the INHS Committee.
- Executive member of committees as required.

## **The Person**

To be considered for the position of Registrar of the INHS Committee, you will need to be adaptable and flexible with strong strategic and hands-on operational experience.

## **Requirements**

- Detailed knowledge of all aspects of National Hunt and Point-to-Point racing
- Experience at management or similar level in a Regulatory or similar environment
- Strong professional acumen and attitude in order to deal with stakeholders
- Excellent interpersonal skills
- High degree of attention to detail
- Excellent report writing skills

Good remuneration package and working conditions.

## **How to Apply**

Candidates wishing to be considered for the position should submit a covering letter outlining their interest in and suitability for the position, together with details of their career to date and a comprehensive CV, by post or email to:

*Ann Whelan, Irish Horseracing Regulatory Board, The Curragh, Co. Kildare.  
Email: [awhelan@ihrb.ie](mailto:awhelan@ihrb.ie)*

The closing date for applications is **Tuesday, 19<sup>th</sup> March 2019**