

## LEADERS IN HOCKEY COORDINATOR

**LOCATION:** Hockey Ireland, UCD Belfield

**SALARY:** Remuneration based on experience

**HOURS:** 37.5 hours per week

**CONTRACT:** Fixed term contract – 14 months

**RESPONSIBLE TO:** Hockey Ireland, National Development Manager (NDM) and Coach Education Manager (CEM)

Hockey Ireland is seeking to employ a 'Leaders in Hockey Coordinator'. The aim of this role is to grow participation in, and help improve on the quality of, umpiring and volunteering in hockey, as well as working with the CEM in delivering on our Women in Sport targets related to coaching.

The role will also act as a support to umpires, volunteers and clubs, as well as the Irish Hockey Umpires Association and provincial organisations. The successful applicant will be responsible for the development and delivery of targets as set out by the National Development Plan and our Women in Sport targets. Working to achieve these targets, the Leaders in Hockey Coordinator is responsible for administering and delivering programmes to promote sustainable leadership opportunities within clubs and schools.

### Umpire responsibilities include:

- Growing grassroots participation in umpiring across Ireland, specifically at club and young umpire level
- Implementation and management of the Women in Sport Programme at provincial level in conjunction with a mentoring programme for all participants
- Implementation and management of database to ensure that all umpires officiating at all levels have the minimum umpire qualification/accreditation
- Implementation and management of the registration, membership and accreditation system for umpires
- Implementation within all provinces of a 'respect campaign' to protect young umpires and umpires in general
- Coordination of the relevant aspects of the umpire pathway, including but not restricted to liaison with, all course staff and venue, and administration of all candidate information
- The development of an educator delivery workforce (Tutors) to provide effective quality delivery and management of education programmes
- Implement recommendations from Sport Ireland, Sport NI, EHF, FIH and industry best practice

### Coaching responsibilities:

- Support CEM in implementing a coach mentor programme
- Manage delivery of Coach Education workshops related to Women in Sport funding

### Volunteer responsibilities:

- Work with the Hockey Ireland National Development Manager to develop a volunteer pathway
- Manage delivery of the Young Hockey Leaders Award
- Manage a leadership mentoring programme
- Support clubs and branch's

### General

- Collating data/generating reports in relation to activities and budgets
- Support and work with the IHUA and provincial associations
- To support the work of the National Development Manager and Development Officers, by assisting with administration of programmes

- Keeping a record of all equipment and course materials – re-ordering when necessary
- Work closely and communicate effectively with other Hockey Ireland staff, club volunteers and other relevant organisations
- Assist in applying for funding and delivering on funding requirements
- Work in partnership with other sporting bodies
- Any other duties as may be allocated from time to time in accordance with the general nature of the post
- Access to private transport is required as successful candidate will need to travel throughout Ireland. This role requires flexibility with regards to working hours.

### Personnel Specification

#### ESSENTIAL CRITERIA

##### **Academic / Technical Qualifications**

- Third level qualification in Sport Management/Development OR 2 years' full time (or part time equivalent) experience which can be proven relevant to the post
- Umpire / officiating experience, preferably in Hockey
- A recognised coaching qualification

##### **Experience**

- Experience in coordinating / administrating projects
- Experience of developing and implementing plans to support the development of officials, sports clubs and/or volunteers

##### **Knowledge / Understanding**

- A knowledge and understanding of club development, including umpire and volunteer development
- Demonstrate a sound knowledge and understanding of the working of Hockey Ireland and provincial hockey (structure and strategy)
- Knowledge and understanding of umpiring and volunteering in Ireland

##### **Skills / Attitudes**

- Excellent organisational and communication skills
- Ability to work on own initiative and as part of a team
- Demonstrable skills and experience of managing resources/budgets in line with agreed policy
- Ability to undertake work/tasks involving a high degree of attention to detail
- Good oral and written communication and presentation skills
- Strong administrative planning and organisational skills
- Competent in use of Microsoft Office

#### DESIRABLE CRITERIA

- Umpire award / high level experience of umpiring
- Umpire tutor / educator award
- Level 1 coaching award

#### PROCESS

- To apply, please send a cover letter and 1-2 page CV to [sue.haslam@hockey.ie](mailto:sue.haslam@hockey.ie) before 16.00 on Friday 11<sup>th</sup> Oct 2019
- Interviews will be held on week beginning 14<sup>th</sup> Oct 2019