



JANUARY 2010

ENGLAND HOCKEY JOB DESCRIPTION

DEVELOPMENT OFFICER

Job Title:	Development Officer
Salary:	16 – 22k dependent on experience plus company vehicle
Location:	Suitable office space will be located upon appointment, most likely within a County Sport Partnership or academic institution
Responsible to:	Regional Manager - South

Role Summary:

England Hockey Board (EHB) is the National Governing Body for the sport of Hockey. EHB has income and expenditure of circa £6.m p.a. It is responsible for the development of the sport from grass roots to elite activities.

EHB is looking for someone who is an excellent communicator who can quickly establish credibility and strong relationships across a wide and complex network of stakeholders (both professional and volunteer) across the counties of Hampshire, Berkshire and Middlesex to implement EHB's strategic objectives at a local and sub-regional level.

The **Development Officer** will be responsible for hockey development across **Hampshire, Berkshire and Middlesex**.

The role is to:

- To deliver a range of projects, programmes and products designed to meet the EHB strategic plan
- Work directly with County and where appropriate Regional Hockey Associations to manage and facilitate the delivery of the EHB strategic plan
- To work collaboratively with a range of stakeholders, i.e. schools, clubs, coaches, volunteers and non hockey stakeholders to support the delivery of EHB projects, programmes and products
- To lead and manage a nationally consistent County Hockey planning process that feeds directly into and out of the EHB annual operational plan
- To provide insight and expertise where appropriate into the design and development of EHB projects, programmes and products.



England Hockey is a company limited by guarantee
Registration Number: 462333
Registered Office: The National Hockey Stadium,
Silbury Boulevard, Milton Keynes, MK9 1HA

DIMENSIONS OF THE ROLE:

EHB has a membership comprising clubs (1000), schools (1500), counties (45) and regions (6 including the Combined Services) that affiliate to it. About 100,000 individuals over the age of 16 play regularly in the club system with an estimated 20,000 playing at university/college. More than 15,000 coaches, umpires and officials are supported/ developed.

EHB employs 65 staff. EHB also appoints over 100 consultants in coach / official / leadership education and development all of which fall with the development team remit.

KEY RESPONSIBILITIES

The Development Officer responsibilities fall into the following main areas:

- Delivery and Partnerships
- Communications and external relations

Responsibilities in more detail:

Delivery and Partnerships

- Delivery of annually agreed operational targets/objectives across your designated geographical area
- Production of an annual county hockey plan with and through the County Hockey Association
- Delivery of specific school, coaching, club, volunteer, officiating, facilities, player pathway and competition projects, programmes and products
- Embed and where appropriate delivery of equity, ethics and child welfare policies, projects, programmes and products
- To work with County Hockey Association's to ensure there is an effective and robust governance structure for hockey locally
- To work where appropriate on company wide working groups or project teams to design and implement new and existing projects, programmes and resources

Communications and External Relations

- Work with external agencies and partners to gain support for EHB projects, programmes and products across your designated geographical area
- Ensure appropriate relationships are established for effective communication at county and local level with internal and external stakeholders
- Effective promotion, communication and take up of EHB projects, programmes, resources and services

- Dissemination of EHB policies and information as and when required, i.e. Facility Funding programme, Single System news, etc.
- Prepare up to date information for the website and through other EHB communication vehicles e.g. England Hockey News

The Development Officer will be required to undertake ad hoc assignments, duties from time to time at the request of the Regional Manager

PERSON SPECIFICATION

Education and Qualifications

- Degree desirable but not essential if candidate can demonstrate intellectual capability in terms of numeracy and literacy
- Sports coaching / umpiring / management qualifications could be advantageous
- Full driving licence

Experience and Knowledge

- Have a good knowledge of sport and in particular hockey
- Have knowledge of sports development including: volunteer networks, government funding, partnership working, Governing Body structures and club management
- Have an understanding of sports coaching, officiating and sport in education
- Have knowledge of the workings of Regional and County Hockey Associations
- Have knowledge of EHB's Single System
- Have knowledge and understanding of EHB's Club Accreditation and Club-School Links
- Have knowledge and understanding of Coach Education, Coaching for Teachers and Leadership Awards
- Understanding and experience of working in partnership
- Sound working knowledge of Microsoft Office or equivalent software packages including Word, Excel, PowerPoint and Outlook
- General up to date knowledge of current legislation in sport including child welfare, health and safety and equity

Skills and abilities

- Must be able to demonstrate EHB values
- Working as a team
- A winning mentality
- Value for money
- Two-way commitment
- Embrace change
- Customer focus
- Be able to perform under pressure and manage many projects simultaneously
- Well organised with ability to prioritise own workload and balance conflicting demands

- Good facilitation and negotiation skills
- Ability to present to a wide range of audiences
- Willing to undertake an Enhanced CRB check
- Ability to work unsocial hours
- Good communication, facilitation and negotiation skills
- Demonstrate the ability to be able to contribute fully to the 'management of change' within the EHB Regions and Counties

Applicants should be aware that this role is subject to a satisfactory CRB enhanced level check that will be carried out through England Hockey Board.

Please send applications using the application and equal opportunities forms on the jobs section at www.englishockey.co.uk for the attention of Michele Townsend: recruitment@englishockey.org

CLOSING DATE FOR APPLICATIONS: 17.00pm 26th February 2010
PROPOSED INTERVIEW DATE: 16th March 2010