



**Southern Counties Hockey Association  
South Development Working Group**



**Job Description for JRPC Centre Directors/  
Advert for Centre Directors for Oxford and Eastleigh**

This outlines the responsibilities for the role of Centre Directors for the Junior Regional Performance Centres (JRPC) in the South-managed Centres, which were based in 2011 at Eastleigh, Oxford and Tonbridge. However, it does not itemise every aspect of the post and a high level of initiative is required of the Centre Director, seeking advice where necessary from the JRPC co-ordinator, EHB staff, members of the South Development Working Group (SDWG) or other Centre Directors. Exact venues have not been finalised for 2012, though it is anticipated that this will be completed soon. **For 2012, we are seeking to appoint Centre Directors for the two JRPCs which in 2011 were located at Oxford and Eastleigh.**

**Overall:** The main role is to oversee the running of the JRPC, ensuring that:

- players, coaches/managers, parents/carers and others involved have the necessary information so that the JRPC runs smoothly;
- appropriate personnel undertake the various tasks required; and
- the JRPC runs in ways that make it broadly comparable with other JRPCs, in line with the guidance from England Hockey.

**Reporting to:** The Centre Director reports to the SDWG and is a member of that group.

**Main responsibilities:** It is not anticipated that the JRPC Director will undertake all of these tasks personally but rather ensure that an appropriate structure and personnel are in place. Whether undertaken personally or not, the main responsibilities relate to:

1. the appointment and induction, in discussion where necessary with Centrally Contracted Coaches (CCCs), of suitable lead coaches, assistant coaches and managers for age groups;
2. the confirmation of the booking for the necessary venues on the dates agreed and liaison to ensure that all aspects relating to the effective use of the facilities (including access to toilet and changing facilities, watering of the pitches, first aid) is in place;
3. liaison with those involved in the allocation of players to the Centre, with other Centre Directors as appropriate and with JAC co-ordinators;
4. the ordering of kit for individual players and coaches/managers and the oversight and storage of playing kit and other equipment;
5. ensuring that players and parents/carers are aware of the arrangements for the JRPC sessions, including the Tier 1 Cluster Competition;

6. liaison with CCCs and age group managers and coaches regarding the allocation of pitch time and hours to ensure a fair and balanced programme for all those involved;
7. collection of all monies and claims and return to the SCHA Treasurer, with appropriate record-keeping to ensure an appropriate audit trail can be established;
8. overseeing the on-line registration and feedback process for the Centre;
9. the resolution of difficulties in relation to the above, in liaison with, and with the support of, the JRPC co-ordinator, Chair of SDWG and EHB staff where necessary.

Further advice based on previous experience of the running of the JRPCs will be provided.

**Commitment:** The dates of the six JRPC sessions are set in advance, running from late June to early September, with a break for much of the summer holiday. The Centre Director will need to be reasonably accessible throughout the week and on evenings by telephone and/or email in the period leading up and during that time. It may helpful to attend, or be in telephone contact during, the first session in particular. In the period before the first session, it is likely to be necessary to convene one or more meetings of those involved to clarify responsibilities and identify further tasks to be completed.

**Qualities:** The main qualities required are for the JRPC Director to:

- have a strategic overview of the likely needs of different groups involved in the JRPC;
- be a good communicator, with a high level of initiative and sound organisational skills and the ability to manage time well.

Experience of overseeing similar programmes will be desirable.

Access to a phone and e-mail and Microsoft Office software will be essential.

The Centre Director should have a valid, enhanced CRB check.

**Benefits:** This is primarily a volunteer post, where the main benefit is in helping the young players and others involved to benefit from the JRPC. However, travelling and administrative expenses and an honorarium will be paid. While a job share may be possible, these posts are probably best carried out by one person.

**Further details and application:** Tony Eaude will be happy to discuss and clarify any aspect of the roles. He can be contacted on 01865 711135 or [tony.eaude@education.ox.ac.uk](mailto:tony.eaude@education.ox.ac.uk) To apply please send to him a short letter of application and a cv outlining your relevant experience **by Friday January 13th 2012**, indicating whether you wish to be considered for the post at Oxford or at Eastleigh (or either).