



Southern Counties Hockey Association
South Development Working Group



SOUTH JRPC REGIONAL CO-ORDINATOR
Job description/Advert

**ENGLAND
HOCKEY**

Context of role: Southern Counties Hockey Association (SCHA) has managed three Junior Regional Performance Centres (JRPC) for the last five years. These are currently based at Tonbridge, Eastleigh and Oxford, with another East-managed Centre at Northwood very close to the border between the South and the East. It is possible that these will change in 2012 and/or 2013, though this is unlikely to affect this role significantly. At each Centre, there are eight age groups with about 30 players each.

The current model is based on there being a Centre Director at each Centre, who is responsible for its smooth operational running. The strategic oversight regionally is undertaken by the South Development Working Group (SDWG), currently chaired by Tony Eaude, who has undertaken many of the responsibilities outlined below, in addition to attending the JRPC National Working Group (which sets out the overall framework and budgets for the running of the Centres). He has indicated his wish to leave this post at the end of 2012. In order to make the current model sustainable, and share the workload involved, it has been decided to create this post to co-ordinate the JRPCs undertaking the administrative aspects, with the 2012 JRPC cycle providing a chance to establish roles and responsibilities, prior to his replacement taking over.

Responsibilities: The key responsibility is to act as a liaison point between EHB professional staff (especially the National Manager for the Single System), Centre Directors, Counties (especially JAC co-ordinators), the East Performance Director (see below) and the South Development Working Group (SDWG)/SCHA, under the broad direction of the Chair(man) of SDWG and supported by EHB staff, especially the National Manager, Single System and one of the Relationship Managers.

While the exact responsibilities are hard to itemise exactly, the main areas are:

1. liaison with the Chair of South Development Working Group to ensure a smooth link between the strategic and operational levels, in both facilitating the implementation of strategic decisions and ensuring that ideas and queries are fed back to the strategic level;
2. collation of coach/manager applications (distributed via the South Office) and distribution to Centre Directors, as appropriate;
3. liaison with JAC coordinators in each county and Centre Directors to ensure that they are aware of the details of the player nomination process;
4. *collation of nominations from each county, preliminary sorting to centres,

- liaison with JAC co-ordinators, liaison with the East Performance Director (or equivalent) to consider where players should be allocated to a Centre across regional boundaries, and distribution of player lists to Centre Directors;
5. *responding, in consultation with the Centre Directors and the East Performance Director (or equivalent) to requests for transfers;
 6. arranging with Centre Directors for the Tier 1 squads to be available and distributed to Counties and others as appropriate;
 7. distribution (via Centre Directors) and then central collation of coach/manager evaluation forms at the end of the JRPC cycle;
 8. liaise with Centre Directors to ensure all aspects of on line registration system are up to date.

The JRPC co-ordinator will be a member of South Development Working group which usually meets three or four times a year, though attendance will not be obligatory.

* It should be noted that 4 and 5 are the most difficult and time-consuming areas of work, and need to be completed within a relatively short (3-4 week) time period in May/early June.

Range of qualities and experience needed: This is a responsible post, requiring a knowledge of hockey, initiative and sensitivity to a wide range of people, including players, parents/carers, Centre Directors, volunteers at Regional and County level, especially JAC co-ordinators, and professional staff at EHB. The successful candidate will be expected to act in line with the principles of the Single System, in enabling as good and fair an offer to all those involved as possible. Induction and advice will be given as appropriate. Familiarity with the principles, and experience of running some aspect, of the Single System would be significant advantages. Access to a computer and familiarity with a range of IT programmes will be needed. The large majority of the work can be done from home, with some work throughout the year but with the nominations and selection of players the busiest time, as stated above.

Length of tenure and level of remuneration: It is anticipated that this post will be offered on a one-year basis initially, in the hope that this will be renewed on an annual basis, assuming that both parties (SCHA and the JRPC coordinator) want this. The post will be remunerated with an honorarium to be decided for the 2012 year, probably comparable to that for Centre Directors, to be reviewed subsequently.

Further details and application: Tony Eaude will be happy to discuss and clarify any aspect of this job description. He can be contacted on 01865 711135 or tony.eaude@education.ox.ac.uk To apply please send a short letter of application and a cv outlining your relevant experience to him **by Friday January 13th 2012** .