

## Hockey Ireland - Job Description

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| <b>JOB TITLE:</b>       | National Development Manager (NDM) – Maternity Cover               |
| <b>OFFICE LOCATION:</b> | UCD Belfield   |
| <b>SALARY:</b>          | Remuneration will be commensurate to qualifications and experience |
| <b>RESPONSIBLE TO:</b>  | Hockey Ireland CEO   |
| <b>HOURS:</b>           | 37.5 hours   |
| <b>CONTRACT:</b>        | Fixed Term - Maternity cover                                       |
| <b>START DATE:</b>      | Feb 2021   |

### Job Purpose:

This position is responsible for managing the delivery of the relevant areas of Hockey Ireland Strategic Plan. The NDM is responsible for administering and managing programmes to promote sustainable participation opportunities in Ireland.

This role is primarily office based and will involve some work outside of office hours. Access to private transport is required as applicants will be occasionally required to travel.

### Main duties and responsibilities:

- Applying for funding and delivering on funding requirements (e.g. Dormant Account Funding and Women in Sport funding)
- Managing relationship with Sport Ireland, Sport Northern Ireland and FIH/EHF, as well as other key stakeholders such as provincial associations / umpire associations
- Management of delivery of targets by Hockey Ireland development staff
- Management of programmes on an ongoing basis including:
  - Leaders in Hockey Programme (WIS funded)
  - E-learning site
  - Umpire Development Programmes
  - Clubmark
  - Club workshops
  - Tricks 4 Sticks
  - Hockey Skills Challenge
  - Club networking groups
- Leads the review and development of the participation aspects of the strategic and operational plans. Responsible for the implementation of these plans.
- Manage all project budgets
- Planning and implementation of marketing strategy for Development programmes

### General:

- Work closely and communicate effectively with stakeholders
- Attend appropriate meetings as directed by HI
- Any other duties as may be allocated from time to time in accordance with the general nature of the post
- Assist in applying for funding and delivering on funding requirements
- Work in partnership with other sporting bodies

CV and cover letter should be submitted to [info@hockey.ie](mailto:info@hockey.ie) before Wednesday 6<sup>th</sup> Jan 2021.

Hockey Ireland is an equal opportunities employer.

### Personnel Specification

| Skills and Attributes             | Details   |
|-----------------------------------|---|
| Academic/Technical Qualifications | <p><b>Essential</b></p> <p>A degree (or equivalent) in a subject which can be proven to be relevant</p> <p>Or</p> <p>4 years' full time (or part time equivalent) experience which can be proven relevant to the post.</p> <p><b>Desirable</b></p> <p>A post-graduate qualification in a sports related discipline which can be proven relevant to the post.</p>  |
| Knowledge and Experience          | <p><b>Experience</b></p> <p>A minimum of 5 years full time (or part time equivalent) experience supporting the development of at least one of the following:</p> <ul style="list-style-type: none"><li>• Sports Clubs</li><li>• Volunteers</li><li>• Coaches</li><li>• Schools</li></ul> <p>Demonstrable experience of developing and working in partnership with bodies such as local sports partnerships, education, community groups.</p> <p>Demonstrable experience of identifying and disseminating good practice in sports development</p> <p>Demonstrable skills and experience of managing resources in line with agreed policy.</p> <p><b>Knowledge</b></p> <p>Demonstrate a sound understanding and knowledge of the working of Hockey in Ireland</p> |

| Skills and Attributes   | Details  |
|-------------------------|--|
|                         | <p>A knowledge and understanding of club development, including volunteer and coach development</p> <p>A knowledge and understanding of the challenges facing sports clubs and communities</p>                       |
| Attitudes and Behaviour | <p>Ability to undertake work/tasks involving a high degree of attention to detail</p> <p>Ability to work under pressure and meet tight deadlines</p> <p>Strong administrative planning and organisational skills</p> |
| Computer Skills         | Competent in the use of Microsoft Office   |
| Working with others     | Ability to work on own initiative and as part of a team  |
| Communication Skills    | <p>Good oral and written communication skills</p> <p>Good presentation skills</p>  |