

Job description

Job title: High-Performance Administration & Logistics Manager

Reporting to: Performance Director (PD)

Date issued: April 19th 2021

Reporting to the Performance Director, the High-Performance Administration & Logistics Manager will ensure effective implementation of all logistics and administration of the Hockey Ireland High Performance Programme including management of all aspects of team logistics for Ireland Teams (Senior and Junior Age Grade) and the provision of support to the High Performance programmes in general. Alongside the Performance Director, the High Performance Administration & Logistics Manager is also expected to drive a high performance growth mindset in all elements of the High Performance Unit. This role is predominately administrative focused, yet will entail oversight, leadership and assistance where appropriate on high performance tasks.

The full time role will develop plans and processes annually to ensure that the High Performance programmes run smoothly and continuously improving administratively. This appointment will lead on the co-ordination of the organisation of any Hockey Ireland home games/tournaments.

Experience arranging group travel and managing teams or large groups at national or international events is required as the role involves elements of team travel and coordination both within Ireland and internationally.

To be considered for this role you will need to be a skilled communicator with energy and an ability to swiftly build relationships and credibility with international level athletes, junior level athletes, athletes' parents, coaches and stakeholders across Ireland.

You will have demonstrated success at organising, promoting and managing complex programmes, projects, competitions or events which rely on the collaboration and commitment of internal and external stakeholders. This experience ideally will have been gained working in a support role within a high-performance environment. An understanding of talent development programs, the standards and demands on athletes and coaches within international level sport and the concepts of sports science and sports medicine would be an advantage. The High-Performance Administration & Logistics Manager plays an integral role in the success and outcomes of the Hockey Ireland High Performance programme and as such this role presents a unique opportunity to make a positive impact on the success of Hockey Ireland internationally.

1. Logistics for National Teams

- Logistics management of all Hockey Ireland High Performance events and camps. Coordinating: travel, accommodation, meals, accreditation, visas, entries, pitch bookings, training camp and match organisation for National Teams to Olympic Games, World Championships, Continental Championships, indoor hockey events and all other Hockey Ireland related pinnacle events
- Maintain and update camp and competition files including: team lists, programme of events, entries, accreditation information, travel documents, meals, visas, invoices, availability forms and event reports & budgets.
- Co-ordination and support organising home games and tournaments

2. Athlete Support

- Administration of anti-doping programme whereabouts submissions and travel / health insurance planning
- Assist with administration of relevant athlete monitoring system software (*Kitman Labs / MetriFit* specifically).
- In consultation with the PD and Senior Head Coaches, assist in the creation and publication of all High Performance policies and procedures.
- Sit on the High Ireland High-Performance Committee Working Group (non-voting member).

3. Finance

- In consultation with the PD and Finance Manager develop and maintain an annual budget that reflects and supports the objectives within the HP Strategic Plan.
- Provide regular reports to the PD following events/camps on income and expenditure of operational activity.
- Assist the PD in preparing reports as required by investment schedules.
- Assist the PD in preparing grant applications.

4. General Administration

- Administration of Hockey Ireland clothing distribution.
- Coordination with Irish Umpires Association where required for National programme needs.
- Executive assistant duties for the PD; letter writing, document preparation, logistical research, budget management, extensive travel itineraries and multi-currency expenses.
- Update the Hockey Ireland website or ensure that the person responsible for the Hockey Ireland website has all necessary information to maintain the accuracy of the website and communication channels.
- Ensuring the caps register for the Senior Teams is kept up to date.

5. HP ethos

- Display a professional HP ethos that is forward-thinking in Hockey Ireland's development.
- Alongside the PD, consider use of modern sports science practice to impact performance improvement.

6. General Requirements

- Effective and timely communication to enable the board, staff, members, partners, volunteers and sponsors to be informed of relevant developments and decisions in the areas covered by the post holder.

- Manage own workload effectively.
- Be committed to and actively involved in, excellent customer service and best practice in both internal and external communications.
- To be committed to own development.
- Undertake any other tasks as deemed appropriate by the Chief Executive or the PD.

Vacancy Schedule:

Closing date for applications:	Friday 7 th May 2021 (5pm)
Expected Interviews:	The week beginning the 17 th May 2021
Expected appointment:	May 2021

Applications should be sent to Adam Grainger, Performance Director, adam.grainger@hockey.ie