

MEMBERSHIP/ OPERATIONS ADMINISTRATOR

LOCATION: Hockey Ireland, UCD Belfield (currently all staff are working from home)

SALARY: Remuneration based on experience

HOURS: 37.5 hours per week

CONTRACT: 12 months - Fixed term contract with view to extend

RESPONSIBLE TO: Office Operations Manager

Hockey Ireland is seeking to employ an administrator to support the delivery of core operations within Hockey Ireland. The role will also act as a support to service the needs of our clubs and members.

Responsibilities include:

Office Management / Core Operations / Governance Administration:

- IT support – liaising with IT Support company about any issues from all staff members
- Office operations and management
- Health & Safety / HR Administration
- Garda vetting administration including liaising with the National Childrens Officer.
- CEO / Board support

Membership Administration

- Be first line of support for clubs.
- Support the process of annual membership affiliation, including promotion, analysis, queries and reporting operations.

Development Programme Administration:

- Liaise with development staff on planned courses
- Follow procedure for administration (booking, publicising, and follow-up) of the following courses / programmes:
 - Young Umpires
 - Online Rules test
 - Fundamentals of Umpiring
 - L1 Umpiring Award
 - Elite Umpire Development Programme
 - Coach Development Programme
 - Young Hockey Leaders Award
 - Hockey ID / Hockey4All courses
- Publicise courses through provincial associations, social media and through provincial development officers
- Keeping a record of all equipment and course materials – re-ordering when necessary

Coach Education Administration:

- Liaise with coach education staff on planned courses
- Follow procedure for administration (booking, publicising, and follow-up) of the following courses:
 - Fundamentals of Coaching Hockey
 - Level 1 Coaching Course
 - Level 2 Coaching Course

Competition Administration:

- Support Competitions Working Group and Sub Committees in the planning and delivery of the Irish Hockey Competition Programmes; Cup Competitions, EYHL, Interpros and other related competitions
- With the relevant Working Group, prepare and publish on the website relevant competition information such as rules and guidelines, competition programmes, competition formats, schedules and results
- Manage the relevant budgets for the competition programmes
- Take on the role of Competitions Manager at certain Competitions
- Working with the Marketing Manager on the sponsorship, communication aspects of the Hockey Ireland events.

General

- Collating data/generating reports in relation to activities
- Support and work with the provincial associations, IHUA and other relevant bodies
- Work closely and communicate effectively with other Hockey Ireland staff, club volunteers and other relevant organisations
- Any other duties as may be allocated from time to time in accordance with the general nature of the post

Personnel Specification

ESSENTIAL CRITERIA

Academic / Technical Qualifications

Experience

- Experience in administrating projects

Knowledge / Understanding

- Demonstrate a sound knowledge and understanding of the working of Hockey Ireland and provincial hockey (structure and strategy).
- Have an understanding of legislation relevant to sports organisations, including safeguarding, health and safety, data protection.

Skills / Attitudes

- Highly competent in use of Microsoft Office
- Communicate effectively with a wide range of stakeholders
- Ability to work on own initiative and as part of a team
- Demonstrable skills and experience of managing resources in line with agreed policy
- Good oral and written communication skills
- Full clean driving licence and access to transport.
- Legally entitled to work in Ireland.

PROCESS

- To apply, please send a cover letter and 1-2 page CV to info@hockey.ie before 16.00 on Thursday 27th May 2021.