

## **Job Description for Regional Development Officer**

### **ADVERT**

Hockey Ireland are seeking to employ a Regional Development Officer for Munster. Starting in October 2021, this person will help to grow hockey, support and develop existing/new resources in the Munster region, an area that Hockey Ireland see as having huge potential for growth.

Led by Hockey Ireland, in conjunction with Munster Hockey, the successful applicant will be responsible for the delivery of and will have input into the planning for Hockey Ireland's National Development Plan. Working to achieve these targets, the Regional Development Officer (Munster) is responsible for administering and delivering programmes to promote sustainable participation opportunities within clubs, schools and 3rd level colleges in Munster.

For more information see Job Description below:

To apply please send your CV to [linda.monaghan@hockey.ie](mailto:linda.monaghan@hockey.ie). Closing date for application is (TBC).

**JOB TITLE:** Regional Development Officer, Munster

**RESPONSIBLE TO:** Hockey Ireland, National Development Manager

**LOCATION:** Munster Region

**REMUNERATION:** The package will include a competitive salary range commensurate with qualifications, skills and experience. The position is full time and 2-year fixed term.

### **Responsibilities include:**

#### *Growing hockey in Munster*

- Promoting Munster hockey through community and school engagement to increase club numbers at both adult and junior level
- Particular focus on growing boy's hockey in Munster
- Establishing and developing Hockey4All in Munster
- Promoting and development hockey in third level colleges (e.g. UCC, UL, MIC, WIT, MTU)
- Management and administration of development programmes including ClubMark, Tricks4Sticks etc.
- Identifying key areas for new clubs and helping with the administration involved in setting up a club.
- Act as link between clubs and schools and identify and support clubs to develop ways to increase volunteers, coaches and umpires.
- To increase participation.
- Promoting and developing the indoor format of the game across the province in both clubs and schools
- Working in partnership with LSP/ local councils and helping clubs to identify and apply for funding opportunities
- Establish and promote Vets and social hockey and support Master's Hockey

#### *Supporting existing clubs*

- Delivering workshops and holding meetings to support, educate and empower clubs to implement change and become more sustainable
- Supporting clubs to improve current and develop new facilities

#### *Coach umpire and volunteer development*

- Deliver Young Hockey Leaders Award and Young Umpire Program
- Creating coach and volunteer development opportunities
- Identifying need for Tricks4Sticks, Coaching and Umpiring courses and linking with HI Coaching Education to ensure these are set up.

#### *General:*

- Respond promptly to club queries.
- Working to specific targets in relation to delivery of Hockey Ireland participation and development programmes as agreed with NDM.
- Work closely with the Munster Branch and proactively develop strong relationships with schools and clubs in the region
- Improve the profile and exposure of Munster Hockey
- Work closely with other Hockey Ireland and Munster Hockey staff and volunteers
- Attend appropriate meetings as directed by National Development Manager or Munster Hockey Branch
- Assist in applying for funding and delivering on funding requirements
- Work in partnership with other sporting bodies
- Any other duties as may be allocated from time to time in accordance with the general nature of the post
- Access to private transport is required as successful candidate will need to travel throughout the Munster region. This role requires flexibility with regards to working hours.

It should be noted that the role of the development officer is not to work at the performance level of the sport (with interprovincial teams for example, or with current 3rd level teams) and the main focus is to build participation and systems to support sustainable growth, including strengthening existing structures.

## Personnel Specification

Skills and Attributes	Details
Academic/Technical Qualifications	<p><b>Essential</b></p> <p>A recognised Level 1 Hockey coaching award</p> <p>And</p> <p>1 years' full time (or part time equivalent) experience which can be proven relevant to the post.</p>
Knowledge and Experience	<p><b>Experience</b></p> <p>A minimum of 1 year 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>Experience of developing and implementing plans to support the development of sports clubs and/or volunteers</p> <p>Experience of coaching in a club or school environment</p> <p>Experience of administrating, developing and managing projects or programmes indicating excellent organisational skills.</p> <p>Experience of developing and working in partnership with bodies such as local sports partnerships, schools and colleges, community groups</p> <p>Demonstrable skills and experience of managing resources/budgets in line with agreed policy</p> <p><b>Knowledge</b></p> <p>A knowledge and understanding of club development, including volunteer and coach development</p> <p>Demonstrate a sound understanding and knowledge of the working of Hockey Ireland (structure and strategy)</p> <p>A knowledge and understanding of hockey in Munster and the Munster Branch system</p>

Attitudes and Behaviour	<p>Proactive enthusiastic person who will help Munster Hockey develop.</p> <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>