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| **JOB TITLE:** | **Performance Operations Support** |
| **RESPONSIBLE TO THE POSITION OF:** | **High Performance Director** |
| **Contract:** | **6 month contract, 40 hours per week (July – December 2023)** |

To apply please send your CV and a Cover Email to [jobs@hockey.ie](mailto:jobs@hockey.ie). **Closing date is 1pm Wednesday June 14th 2023**.

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| **CONTEXT**  Hockey Ireland is a non-profit, membership-based organisation recognised by Sport Ireland and Sport Northern Ireland as the National Governing Body for all Field and Indoor disciplines for the sport of hockey on the island of Ireland.  Hockey Ireland is affiliated to both the European and International Hockey Federations (EHF & FIH). There is currently c.42,000 registered members and c.155 registered clubs throughout the country.  Our Women’s Senior Team achieved a silver medal at the 2018 World Cup and finished in 10th place at the Tokyo Olympics while our Men’s Senior Team finished 10th at the Rio Olympics and narrowly missed out on qualification for the Tokyo games. We are currently looking for operational support for our high performance programmes to best in class |

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| **PRIMARY PURPOSE OF THE JOB:**  Working closely with the Performance Director, Pathway Manager and High Performance Administrator: Performance Operations Support role will ensure operations and logistics for all international programmes and events run efficiently and effectively. The role will act as a connection from High Performance to other key relevant functions of the business- finance, commercial and marketing, operations and governance. |

**KEY AREAS OF RESPONSIBILTY:**

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| Key Area | Key Tasks |
| SM/SW home and international logistics | * Logistics management of all Hockey Ireland High Performance senior events and camps. Coordinating: travel, accommodation, meals, accreditation, visas, entries, pitch bookings, training camp, match organisation and any other administration requirements for National Teams to Olympic Games, World Championships, Continental Championships, and all other Hockey Ireland related international outdoor events * Management of Antidoping Whereabouts |
| Stakeholder Management and Communication | * Key operational communicator with FIH, EHF, international NGBs, Sport Ireland, Sport NI, NSC, Clubs. |
| Home international event delivery | * Coordinate, plan, manage and deliver all home international senior events in conjunction with the operations team, acting as the HP lead * Work with LOC or club as key liaison where clubs run event |
| Data management | * 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. * Ensure all HP system data is managed and filed appropriately |
| Finance | * Support development and management of programme budgets * Work with finance team to administer HP programme funds, insurance claims and POs * Assist the PD in preparing reports as required by investment schedules |
| HP Processes | * Audit and augment all processes to ensure administration excellence and effectiveness within HP department |
| Line manage HP Administrator | * Work with an oversee the HP Administrator to 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 HP programmes in general. |
| General Administration | * Executive assistant duties for PD * Assist the PD in preparing grant applications. * Ensure that the person responsible for the Hockey Ireland website has all necessary information to maintain the accuracy of the website and communication channels. * Coordinate with Irish Umpires Association where required for National programme needs. |
| Kit | * Manage and administer Hockey Ireland clothing distribution to ensure timely orders, stocktaking and tracking, and all national teams and HP staff wear the brand appropriately. * Act as key liaison with Commercial and Marketing department to ensure kit is branded correctly in a timely fashion |
| In conjunction with HPD, manage HP calendar | * Create and maintain online calendar (Senior and JAG) and communicate in a timely fashion to key stakeholders |
| Other | * Other duties as required to ensure operational effectiveness within HP Unit and wider organisation |

**PERSONNEL SPECIFICATION**

**ESSENTIAL - Qualifications and Experience**

* An interest in and or understanding of hockey and able to demonstrate a thorough knowledge of elite sport
* Excellent interpersonal skills and ability to work as part of a small team.
* An ability to form successful relationships with Hockey Ireland’s employees, and sport sector organizations, athletes and coaches
* Very high-level written and verbal communication skills.
* Strong IT literacy
* An ability to communicate clearly and effectively with a wide range of people in all situations.
* Excellent project, time management, planning, and reporting skills.
* Ability to work under pressure and meet tight deadlines.
* Detail oriented and capable of displaying strong leadership in all situations.
* Ability to solve problems and think creatively.
* Demonstrated ability to maintain confidentiality.
* A high level of self-awareness, and a strong self-starter with a demonstrable ability to act on own initiative and manage competing priorities concurrently.
* Full, valid driving licence.

**DESIRABLE CRITERIA**

* Significant in-depth knowledge of the team travel, training and competition demands of the sport of hockey in a high-performance environment.
* Event planning and management experience

**ROLE**

This role is a 6-month contract for service (July – December 2023)

**REMUNERATION**

The package will include a competitive salary commensurate with qualifications, skills and experience, and

include a mobilephone and laptop for business use.

**Appointment will be made subject to satisfactory:**

* Garda Vetting
* Reference Checking Procedures

**Hockey Ireland is an equal opportunities employer.**

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