

JOB TITLE: GENERAL MANAGER, LEINSTER HOCKEY

Location: Work from home in the absence of Leinster Hockey Offices

Salary: €50,000 per annum

Job Types: Full-time, Permanent

Hours: 40 hours per week

Reports to: The Board of Leinster Hockey

The Leinster Hockey Association Limited (LHA) is responsible for hockey and its promotion and development in the province of Leinster. While the association was founded in 2011 following the merger of the Leinster Branch Irish Hockey Association (LBIHA), Leinster Ladies Hockey Union (LLHU) and the South East (SE) Branch, both the LBIHA and LLHU can be dated back as far as 1901 and the South East was formed in the 1930's. Currently there are over 40 clubs, 90 schools and 6 Inter-provincial teams playing hockey under the auspices of the LHA.

JOB DESCRIPTION

Leinster Hockey is seeking a dynamic and experienced General Manager to oversee the operational, financial, and strategic management of the Leinster Hockey. This is an exciting opportunity for a motivated leader to shape the future of one of Ireland's Provincial Hockey Associations parallel to Leinster Hockey's 2023-26 Strategic Plan. The General Manager will report directly to the Leinster Hockey Board and be responsible for ensuring the association's smooth day-to-day operations, financial stability, and long-term success.

KEY RESPONSIBILITIES

- **Leadership & Team Management:** Lead, motivate, support, provide clear direction and development opportunities to direct reports. Set individual goals in line with the Leinster Hockey general and strategic objectives and review annually. Manage annual leave, absences and disciplinary processes. Foster a positive and collaborative work environment, encouraging teamwork and effective communication.
- **Key Stakeholder engagement:** Report and be answerable to the Leinster Hockey Board. Act as a primary point of contact and liaison for key stakeholders including Leinster Hockey Board members, Committees, sub-Committees, Working Groups, Clubs, Hockey Ireland, other Provincial Branches and External partners to ensure that their functions further the interests of the Leinster Hockey and facilitate delivery of the Leinster Hockey Development Plan. Manage and liaise with the Leinster Regional Development Officer(s) and assist with the Development programs for players, Clubs, Schools, Umpires etc.
- **Administrative Oversight:** Schedule and Minute all Board Meetings and Annual General Meetings. Deal with correspondence and communication to and from the Leinster Hockey in a timely fashion. Implement audit processes for all staff records, such as staff absences and disciplinaries. Manage and control Garda Vetting Applications, Leinster Hockey Code of Conduct, Safeguarding Register and Disciplinary Process.
- **Financial Management:** Deal with the financial affairs of Leinster Hockey as determined by the Leinster Finance Director. Ensure profitability of all operations and develop additional revenue streams for Leinster Hockey. Develop and manage event budgets, ensuring effective use of resources and adherence to financial constraints in

conjunction with the Board. Identify and implement cost-saving measures without compromising competition/event quality. Manage the Leinster Hockey Pitch Loan Agreements and ensure that these are kept up to date.

- **Marketing & Development:** Promote Leinster Hockey to enhance its profile and visibility. Coordinate and manage Website and Social Media outlets.
- **Event and Competition Management:** Oversee the management (preparation, execution and wrap up) of all Leinster Hockey functions, Competitions, Tournaments and Cup Finals ensuring the smooth running of all Leinster Hockey events (this may involve incremental weekend and outside of core hours attendance). Manage the recruitment and deployment of volunteers, staff, and officials to ensure the event runs on schedule and meets quality standards.

EXPERIENCE AND KEY REQUIREMENTS:

- Strong organisational and project management skills, with the ability to multitask and prioritise effectively.
- Ability to work under pressure and manage multiple priorities.
- Strong people management skills, with the ability to lead and motivate a team effectively.
- Familiarity with budget management and financial reporting.
- Excellent communication and interpersonal skills, with the ability to engage and collaborate with diverse stakeholders.
- Proficiency in relevant software applications for scheduling, data management, and communications.
- Ability to work independently, lead a team, and adapt to changing priorities in a dynamic environment.
- Previous experience in sports administration particularly in competitions and events, is desirable.

BENEFITS

- Remote Working
- Flexible Working
- Pension
- Travel Expenses
- Company Phone and Laptop

APPLICATION PROCESS

If you would like to apply for this position, please send your CV with a cover letter in confidence to recruitment@leinsterhockey.ie . The closing date for applications is 30th October 2024.

All candidates must have existing valid permission to live and work in Ireland unrestricted. Appointment will be made subject to satisfactory Garda Vetting, Safeguarding and suitable reference checks. Leinster Hockey is an equal opportunities employer celebrating diversity and championing inclusivity.