



## **EXECUTIVE ASSISTANT, LEINSTER HOCKEY**

Location: Sport Ireland Campus (Hybrid working)

Salary: €35,000 per annum

Employment Type: Full-time, 12-month fixed-term contract, with the possibility of extension

Hours: 40 hours per week

Reports to: General Manager

### **JOB DESCRIPTION**

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

### **KEY RESPONSIBILITIES**

- **Administrative Support:** Offer sophisticated calendar and event management; prioritise inquiries and requests, troubleshoot conflicts with little guidance, make judgments and recommendations to ensure smooth day-to-day engagements. Serve as the point of contact for internal and external constituencies on all matters pertaining to the LHA; screen and direct phone calls and distribute correspondence. Assist in the management Garda Vetting Applications, Leinster Hockey Code of Conduct, Safeguarding Register and Disciplinary Process.
- **Key Stakeholder engagement:** Report and be answerable to the LHA General Manager. Act as a 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. Liaise with the Leinster Regional Development Officer(s) and assist with the Development programs for players, Clubs, Schools, Umpires etc.
- **Financial Support:** Assist with the financial affairs of Leinster Hockey as determined by the Leinster Finance Director and General Manager. Assist the General Manager in Developing and managing event budgets. Assist in the management of the Leinster Hockey Pitch Loan Agreements and ensure that these are kept up to date.
- **Meeting Coordination and management:** Arrange detailed event plans, itineraries and agendas; compile documents for all meetings. Prepare internal and external corporate documents for team members, Association clubs and members.

#### EXPERIENCE AND KEY REQUIREMENTS:

- Bachelor's degree or equivalent experience.
- Minimum of 2 years of experience providing support for upper-level management in a related organisation.
- Advanced knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Excellent written and verbal communication skills; ability to interact with high-level executives.
- Proven ability to manage projects, prioritise tasks and see them through to completion. • Strong problem-solving skills, with the ability to work independently and as part of a team.
- Keen attention to detail, capable of handling multiple tasks with accuracy. • Previous experience in sports administration particularly in competitions and events, is desirable.
- Ability to work in a fast-paced environment and adapt to changing priorities and deadlines.
- Exhibit professional behaviour and appearance at all times.

*Please send your CV with a cover letter to [denise.mckenna@leinsterhockey.ie](mailto:denise.mckenna@leinsterhockey.ie) by the 13th of August 2026.*