

HOCKEY DEVELOPMENT COORDINATOR (EAST LoTHIAN AREA)

JOB DESCRIPTION

Key responsibility

- Organise, develop, promote and implement existing local programmes and structures, which ensure opportunities are available to develop and sustain increasing levels of participation in hockey in East Lothian.

Job Role

- Where necessary produce, implement and monitor cluster project plans, in line with the annual local & regional planning processes.
- Ensure the effective organisation, co-ordination and delivery of hockey development programmes in conjunction with hockey clubs, schools, communities, Active Schools and East Lothian Sports Development teams to ensure a smooth pathway exists from programmes to clubs.
- Deliver and support hockey festivals, competitions, weekly coaching sessions, after-school sessions, camps and programmes throughout school terms and holidays, in partnership with Sports Development, Active Schools and hockey clubs.
- Ensure all programmes operate in line with the Scottish Hockey Stronger Game model.
- Co-ordinate, organise and deliver, where appropriate, a local needs-based comprehensive coach, official and volunteer training & development programme for teachers, young leaders, volunteers and parents, in partnership with local agencies.
- Support club programmes as required to further the development of hockey in the local area.
- Support and contribute where appropriate to the work of local hockey development groups and other relevant groups in order to further enhance and develop hockey programmes and grow membership of clubs and Scottish Hockey.
- Produce and distribute marketing and promotion material for the hockey programmes.
- Create and monitor budgets for self-funding programmes, where relevant.
- Collate participant data, monitor and evaluate development programmes, festivals, events and identified targets and input into quarterly reports of progress.

- Operate, and ensure all programmes operate, under the requirements of Scottish Hockey's policies and procedures; including Child & Vulnerable Adult Protection, Equity and Codes of Conduct.

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post-holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Internal Relationships

- Scottish Hockey Development Manager, for line management.
- Scottish Hockey Coach Education Development Manager, Hockey Development Officers, Regional Development Managers & other Scottish Hockey staff.
- Hockey Club(s)
- District

External Relationships

- Local authority personnel including Sports Development Officers, Facility Managers, Active School Coordinators and Teachers.
- Local organisations with regard to the functions under the post-holder's control such as Local Sports Councils, local development groups and local community groups.
- sportscotland Regional Sporting Partnership

Position Details

This position is Part Time – 22.5 hrs a week

Salary offered will be £20,000 - £23,000 pro rata, dependent on experience.

The position is for a fixed term of 3 months from appointment with an option of 1 month extension dependant on funding.

Scottish Hockey Union Ltd. Registered in Scotland [No. SC208125] at 8 Kings Road, Glasgow G40 1HB