

## HOCKEY DEVELOPMENT COORDINATOR (EAST LOTHIAN AREA)

### PERSON SPECIFICATION

Factor	Essential	Desirable
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>▪ UKCC Hockey Level 1 (plus working towards L2)</li> <li>▪ Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>▪ UKCC L2</li> <li>▪ HND in a sports related field</li> <li>▪ A range of sporting</li> </ul>
<b>Work and Other Experiences (in an employed or voluntary capacity)</b>	<ul style="list-style-type: none"> <li>▪ Working knowledge of sport and sports development</li> <li>▪ Proven experience of developing relationships / partnerships</li> <li>▪ Experience of monitoring and evaluating projects</li> <li>▪ Experience of coaching hockey to youth participants</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of club development</li> <li>▪ Experience of working in partnership with schools / Active Schools</li> <li>▪ East Lothian and East Districts performance groups</li> <li>▪ Scottish Hockey's performance pathway</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills, both verbal and written.</li> <li>▪ The ability to work to deadlines.</li> <li>▪ Competent with Microsoft applications.</li> <li>▪ Exceptional problem solving skills, utilising innovative ideas.</li> <li>▪ Can negotiate with partners to secure delivery opportunities, secure facilities.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience managing small projects.</li> <li>▪ Ability to coordinate large participation events.</li> <li>▪ Talent to recruit, retain and reward volunteers and coaches.</li> </ul>
<b>Disposition and Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Ability to interact with a range of demographics.</li> <li>▪ Able to plan ahead and manage time.</li> <li>▪ Ability to develop relationships with a variety of partners both volunteers and paid.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A range of skills necessary to work with children and young people; including those who display difficult behaviour.</li> </ul>
<b>Special Aptitudes</b>	<ul style="list-style-type: none"> <li>▪ The ability to undertake flexible working hours, including weekend and evening work</li> <li>▪ Patience and understanding</li> <li>▪ Able to secure membership of the PVG Scheme.</li> </ul>	