

ULSTER HOCKEY UNION

JOB DESCRIPTION

Post Title: GRASSROOTS AND CLUB DEVELOPMENT OFFICER
Salary: £21,200. (Inclusive of 20% all hours worked allowance and superannuation.)
Hours: 37.5 hours
Reporting to: Executive Manager
Location: Greater Belfast area
Type of Contract: Permanent

Primary Job Purpose

- To deliver key hockey development areas of the strategic plan for Ulster Hockey at grassroots development.

Key Tasks and Responsibilities

To work under the direction of the Executive Manager to deliver the following key areas of the strategic plan -

- To develop hockey at grassroots level focusing on the fundamentals of the sport and LTAD principles.
- To develop and deliver a Club Accreditation Scheme for Ulster Hockey.
- To provide direct support to an agreed number of clubs annually to achieve accreditation and link those clubs with a school sports partnership.
- To identify potential for new clubs and providing support for emerging clubs to enable affiliation to Ulster Hockey.
- To increase the number of clubs with emphasis on promoting junior sections.
- To promote and develop club /school links to increase the number of junior club members.
- To take a lead in Child protection requirements and deliver necessary training to clubs, coaches and officials.
- To establish liaisons with other voluntary and statutory bodies including local authorities, education and sports partnerships.
- To provide Coaching for teachers at Primary school level in conjunction with the Talent Identification Officer.
- To organise and manage a Mini hockey league programme. {Boys and Girls of primary school age}
- To organise and manage underage leagues {boys and girls}
- To maintain a database of all schools and clubs junior coaches and contacts as part of a centralised information system.
- To assist on specific initiatives in conjunction with Talent Identification Officer as directed by relevant committees.
- To attend out of hours meetings and relevant Ulster Hockey committees as required.
- To provide monthly reports to the Executive Manager and relevant committees of work undertaken.
- To provide advice and assistance to the Executive Manager where required.
- Any other duties as agreed with the Executive Manager.

PERSONNEL SPECIFICATION

	Essential	Desirable
Qualifications and Attainments	<p>*A degree in a sports related discipline which can be proven relevant to the post.</p> <p>In exceptional circumstances, Ulster Hockey may consider 5 years experience which can be proven relevant to the post.</p> <p>*A recognised Level 1 coaching award.</p>	<p>**A post-graduate qualification in a sports related discipline which can be proven relevant to the post.</p> <p>**A recognised Level 2 coaching award.</p>
Relevant experience and knowledge	<p>*2 years full time (or part time equivalent) experience in sports development.</p> <p>*Demonstrable experience of coaching at school/youth and club level.</p> <p>*Demonstrable experience of developing initiatives at club level.</p> <p>Up to date knowledge of current legislation in sport including child welfare.</p> <p>Knowledge and understanding of Long Term Athlete Development.</p> <p>Understanding of funding sources.</p> <p>Competent in the use of Microsoft Office (including Word, Excel and Powerpoint).</p>	<p>**Demonstrable experience of developing and working in partnership with bodies such as local authorities, education, community groups.</p> <p>**Demonstrable skills and experience of managing resources in line with agreed policy.</p> <p>Knowledge of the working of Ulster and Irish Hockey.</p> <p>Knowledge and understanding of sports development policies and models in the UK, Northern Ireland and the Republic of Ireland.</p>
Special Aptitudes	<p>Demonstrable written and oral presentation skills.</p> <p>Good facilitation and negotiation skills.</p> <p>Able to act on own initiative and take decisions within policy.</p> <p>Good organisational and planning skills with the ability to manage conflicting demands.</p>	<p>Excellent written skills particularly in relation to report writing.</p>
Disposition	<p>Excellent interpersonal skills and ability to work as an individual or part of a team.</p>	

	Essential	Desirable
Circumstances	<p>*Have access to a form of transport that will permit the post-holder to meet the requirements of the post in full.</p> <p>*Ability to work unsociable hours including Sundays and be willing to spend time away from home e.g. overnight for meetings.</p>	

NOTE

Only those applicants who clearly demonstrate relevant achievement experience, knowledge and understanding of the essential criteria marked * will go forward to the next stage in the recruitment and selection process.

The Panel have the right to enhance the criteria to facilitate shortlisting.