



## **JOB DESCRIPTION**

### **Hockey Development Officer**

#### **ROLE SUMMARY**

Guernsey Hockey is looking for a Hockey Development Officer to provide and lead hockey coaching and development activities throughout the club and in the local community. This is a full-time position. The purpose is to deliver high quality coaching programmes and competitive opportunities for players of all ages and abilities. The Hockey Development Officer will also promote Guernsey Hockey, so that all sections of the community are aware of available activities, to increase participation in hockey and to address issues of mental and physical health, wellbeing and social inclusion through taking part in hockey. Therefore, whilst the bulk of time will be spent coaching, we are looking for someone with good administrative skills.

#### **ABOUT GUERNSEY**

Guernsey is one of the Channel Islands, located in the English Channel between France and the UK. It offers beautiful beaches and a great work life balance. Here are a couple of useful links:

[Living and Working in Guernsey](#)

[YouTube - Moivng to Guernsey – What is Life like in Guernsey](#)

#### **ABOUT GUERNSEY HOCKEY**

Guernsey Hockey LBG ("GHLBG") is the governing body for hockey in Guernsey. We have excellent facilities by way of the Club House over-looking the artificial pitch located at Footes Lane, with access to a further artificial pitch across the road at the Memorial Field. We offer excellent playing opportunities for men, women and children including a Ladies' league and a Men's league with two divisions.

#### **ABOUT OUR DEVELOPMENT PROGRAMME**

Guernsey Hockey already has a player pathway which takes children from Reception through to participation in the Ladies' and Men's leagues. Every member has the opportunity every week to train and play at least one match. Training is provided by our current Development Officer supported by a strong team of volunteers, along with our Outreach Coaches who deliver hockey training to schools. The Hockey Development Officer will continue to improve our offering, introduce new initiatives (such as Walking Hockey and Flyerz) and help to shape the future of Guernsey Hockey.

#### **ROLES AND RESPONSIBILITIES**

Coaching and Development

- To be the lead coach for the GHLBG Minis Hockey programme, Junior Development League and U14 Boys.
- Deliver school outreach coaching with our Outreach Coaches and measure the impact on attendance at GHLBG training.
- To be available to cover other GHLBG training sessions, with reasonable notice, in case of absence.

- Motivate and facilitate people within the community to take advantage of opportunities to participate in hockey.
- To plan, advertise and deliver school holiday clubs during October and February half terms, Easter and two weeks during the summer holidays.

#### Marketing and Communication

- Act as first point of contact for junior players wishing to join Guernsey Hockey.
- Communicate effectively with members and the community to keep them up-to-date on Guernsey Hockey Development initiatives.
- To work with the Media Director to market and promote hockey and hockey events inclusively across Guernsey.
- To establish and maintain working relationships with key personnel involved with the provision of hockey and sport in Guernsey, including utilising support from the Guernsey Sports Commission, other sport development officers and schools.
- Attend GHLBG board meetings, organise a quarterly coaches' forum for all Junior and Senior section coaches, Junior Development Committee meetings monthly or as necessary, and a parent/young person forum.

#### Organisation and administration

- To co-ordinate hockey coaching and coaching development throughout the Junior and Senior sections of the GHLBG.
- To organise and administer the delivery of the GHLBG Player Pathway including club programmes, school outreach, school holiday clubs and integration with the England Hockey Player Pathway.
- To develop and co-ordinate a programme of appropriate education, training and support for volunteers within GHLBG, including coaches, umpires, and coaching staff.
- To understand and promote relevant GHLBG's policies, including policies on Safeguarding and Protecting Young People.
- Prepare quarterly written reports for the board (presentations to the board may be required from time to time) giving details of matters relating to hockey development in Guernsey.

#### Reporting and Responsibilities

The role reports to the GHLBG Junior Director and is responsible for all coaches and volunteer helpers involved in the Junior and Senior sections of the GHLBG.

The Job Description will be reviewed annually and may be subject to change after consultation with the post holder as part of the review process. Any changes will be commensurate with the salary of the post and the experience of the post holder.

### **CANDIDATE PROFILE**

#### Qualifications

- A minimum Sessional Coaching qualification at level 2 (preferably in hockey or be willing to work towards it within an agreed period of time) or its equivalent from outside the UK
- Full UK driving license or equivalent.
- GCSE or equivalent level qualification in Maths and English desirable.
- Confident user of IT including Word and Excel
- First aid is beneficial, but not essential, as training to gain a qualification can be provided.

#### Experience and Skills

- Significant experience of coaching.
- Experience of working independently and as part of a team, including leading a team of people.
- Evidence of a commitment to one's own continuing professional development.

#### Traits

- Ability to connect with people and be able to enthuse children and young people.
- Able to be self-sufficient and work independently in a club environment which is volunteer-led.
- Personal initiative and resilience.
- Comfortable with administration as well as coaching.

### **EMPLOYMENT ARRANGEMENTS**

The successful candidate will be an employee of Guernsey Hockey LBG. This is a fixed term appointment of three years, with a probation period of six months. This is renewable, subject to the terms and conditions of the appointment. Three months' notice is required by Guernsey Hockey LBG or the position holder.

Working hours: 35 hours per week, worked flexibly during the day and evenings, including weekends to cover the requirements of the post. Hours will be annualised with a greater proportion of the hours worked during the winter playing season.

Salary: Up to £30,000 subject to negotiation and experience.

Car: Full time use of a car, insurance paid and petrol allowance.

Additional Income: Percentage of revenue from running holiday camps and 1:1 training sessions.

Tax: Income Tax in Guernsey is generally less than the UK with a flat rate of 20%.

DBS checks will be carried out and evidence of relevant safeguarding training to be provided prior to appointment.

### **APPLICATION PROCESS**

If you would like further information or to apply with your CV and a covering letter, please email the Director of Junior Hockey, Suzie Tee, at [suzie@guernseyhockey.com](mailto:suzie@guernseyhockey.com). Applications to be received by 22 May 2022, with interviews taking place the week commencing 23 May 2022. Employment to commence as soon as possible.