



ULSTER HOCKEY

Club Development Officer

..Inspire - Build - Sustain



Recruitment Pack
June 2024

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About Ulster Hockey

Ulster Hockey is one of four affiliated branches that together form Hockey Ireland. Hockey Ireland, as the overall governing body for the sport across the island, is the principal body responsible for the development of hockey at all levels. In its relationship with Hockey Ireland, Ulster Hockey has responsibility for the administration, development, and delivery of hockey within Ulster. Following the amalgamation of the Ulster Branch of the then Irish Hockey Association (UBIHA) and the Ulster Women's Hockey Union (UWHU) to form the Ulster Hockey Union (UHU) in May 2009. In 2020, the organisation incorporated to become Ulster Hockey Ltd and registered as a charity in 2021.

Ulster Hockey currently supports the efforts of 27 men's and 50 women's clubs (Men & Women) and 12,000 members and players across the Province. The headquarters of Ulster Hockey is in Belfast.

The incumbent post holder has had a significant input into the development of a new long-term strategy which has been launched in November 2021. The priorities for the development of club based hockey and the scope of the role within the wider strategic context is clearly outlined in the strategy.

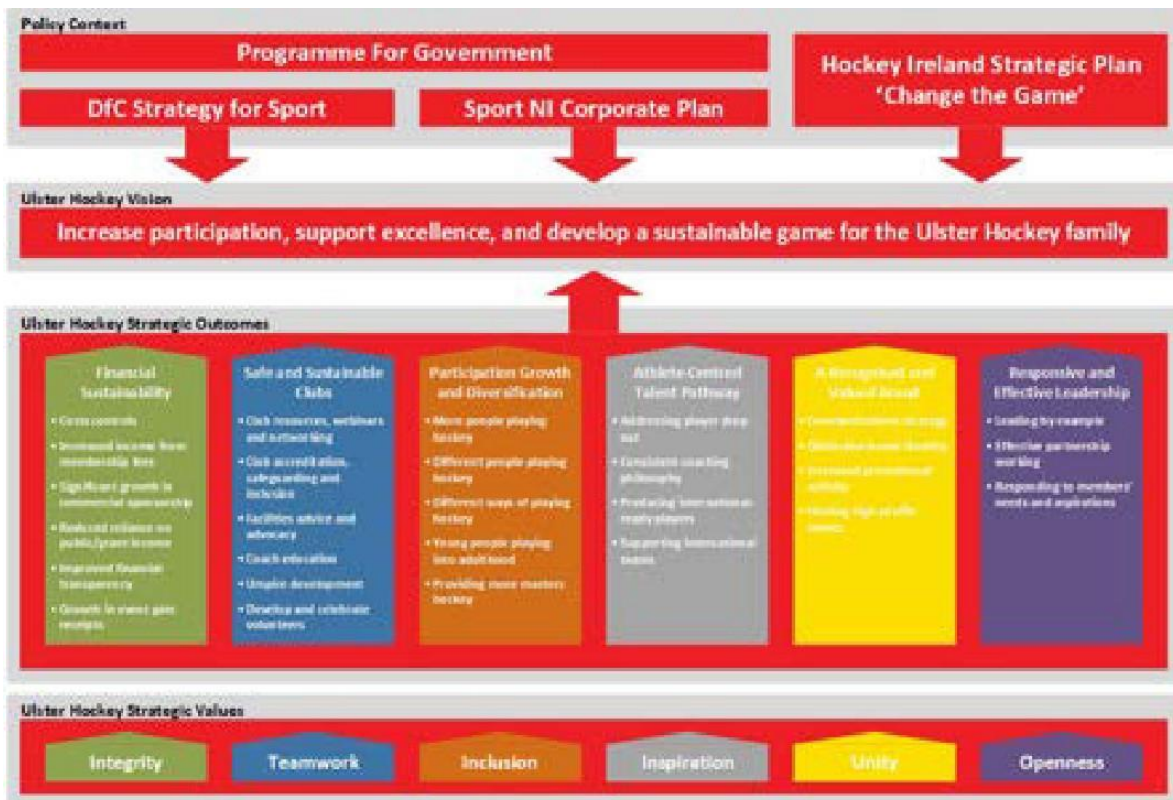
Ulster Hockey works with a range of public bodies to deliver on its key strategic objectives. Core to this work is providing support and services to clubs, members and players which strengthens the ongoing development and delivery of sport within Ulster.

The organisation is now seeking someone for the role of Club Development Officer to help lead the organisation and implement this strategy to ensure that it delivers on its ambitious growth targets in terms of participation, success, profile and financial sustainability.

Strategic Framework

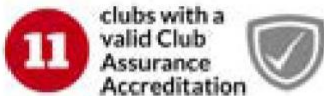
Over the last six months, Ulster Hockey consulted extensively with Board members, staff, volunteers and players - young and old - to identify the key issues and challenges facing the organisation and priorities that need to be addressed in the short, medium, and longer-term. Throughout the process, it was clear that stakeholders' concerns were centred on sustaining the expectations associated with modern club activities, including administration, coaching, umpiring and increasingly, statutory obligations.

This process has resulted in a Strategic Plan, designed to establish outcomes, objectives and related actions for the development of Hockey in Ulster over the period 2021 and 2026. It aims to ensure sustainability amongst all clubs and provide targeted growth in those priority areas identified in the plan. The emphasis on creating sustainable clubs and offering focused support for key initiatives over the lifetime of this plan emerged from a detailed engagement and consultation process, with the following strategic framework developed.

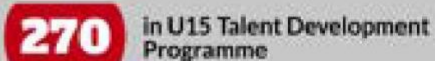
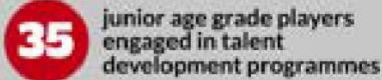
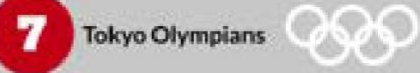


Ulster Hockey - Where Are We Now?

Clubs



Players



Teams



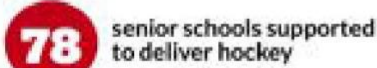
Coaches



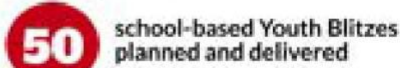
Umpires



Schools



Blitzes



Social Media



Vision, Mission and Values

Vision

Through our strategic plan we want to inspire more people to get involved in hockey and more people to stay involved in all aspects of the game. Our Vision is therefore to:

**Increase participation, support excellence
and develop a sustainable game for the Ulster Hockey family.**

Mission

Ulster Hockey is responsible for the promotion and development of lifelong participation, delivering a quality experience and supporting clubs that allow both individuals and teams to enjoy, engage and excel at all levels in the sport. Our plan is to keep working towards this Mission Statement:

INSPIRE involvement, BUILD capacity and SUSTAIN Clubs

Values

We have set ourselves a challenging and stretching vision. As momentum builds it will be increasingly important to draw upon values that build unity and purpose. With our people as our richest asset, our values will set the standard for how we work together in delivering the vision.

Our values will help the organisation grow as a hockey family and will set us apart. Bringing our plan to fruition through respectful engagement also ensures that we stay true to our founding values as we build our future vision together.

We Identified the values that best capture the spirit and culture of Ulster Hockey following in-depth consultation with our Board and Staff. Six broad areas emerged as important and distinctive to Ulster Hockey.

These are encapsulated within our values and articulated as:

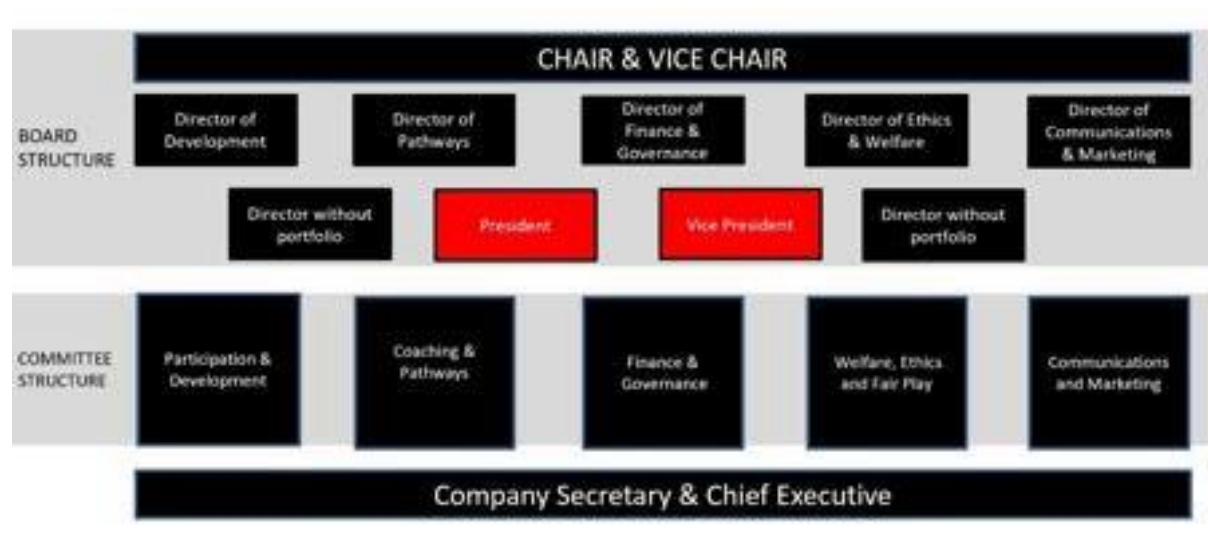
- **Inclusion**, which means we are respectful.
- **Integrity**, which means we are responsible.
- **Inspiration**, which means we lead.
- **Teamwork**, which means we are collaborative.
- **Openness**, which means we are engaging.
- **Unity**, which means we are pioneering.

As we deliver our Strategic Plan, Ulster Hockey will continue to evolve and grow. We will regularly review our values, vision, and mission to ensure they reflect the organisation we want to be. all our decisions.

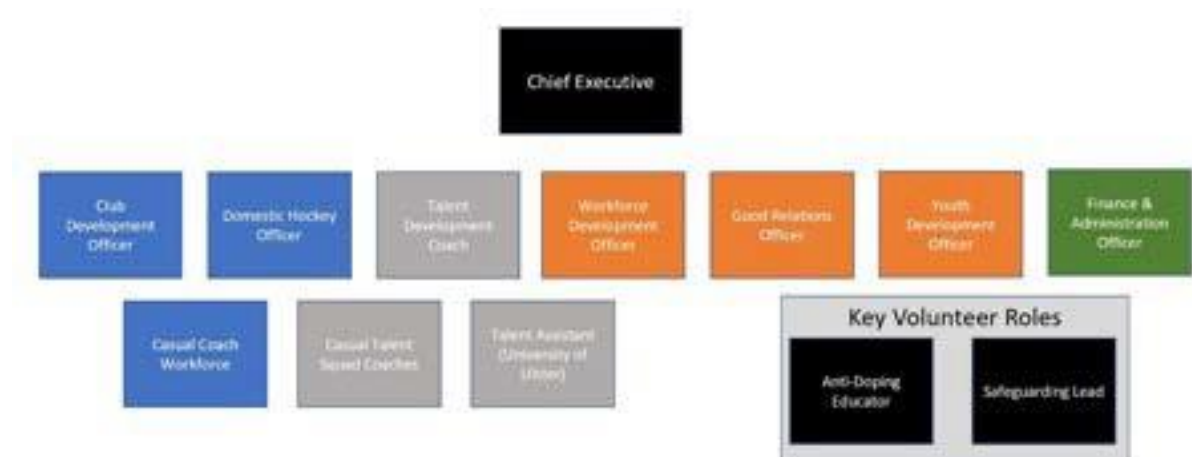
The Structure

In parallel with the strategic development, Ulster Hockey has reviewed its legal structures and has been operating as an incorporated structure, Ulster Hockey Ltd, since April 2021.

The following Board & Committee structure is being implemented:



The current Ulster Hockey Executive structure – currently under review - is as follows:



Job Description

Main Location – Ulster Hockey Office, Belfast with some remote working.

Responsible to – Chief Executive Officer

Hours – 37.5 hours per week, with some evening and weekend work required.

Salary - £27,000 per annum

Duration – Full time, Temporary

Probation – This role is subject to a probation period of 6 months.

Supported by Sport Northern Ireland through the Sports Systems Investment Programme, we seek an experienced and motivated individual to lead Ulster Hockey's Club Development function and help to continue to strengthen Ulster Hockey's relationships with member clubs; and to assist clubs build capacity to grow and sustain.

This crucial role is focussed on achieving aspects of the Ulster Hockey strategy under the 'Safe and Sustainable Clubs' and 'Participation and Growth' objectives and the post-holder will be expected to work flexibly with other team members to contribute to the ongoing growth of the sport in Ulster.

The post is offered on a fixed term basis until 1st July 2025 and may be extended subject to funding.

MAIN DUTIES & RESPONSIBILITIES

CLUB DEVELOPMENT

- (a) To assist with the implementation of the operational plan for club development within Ulster Hockey;
- (b) To establish and maintain a comprehensive knowledge of the needs of the member Hockey clubs across Ulster.
- (c) To support clubs with the development and implementation of new and innovative approaches to sustainable participation initiatives.
- (d) To organise and manage new initiatives to increase participation and membership of adults playing hockey in clubs
- (e) To work with member clubs towards the achievement of the Clubmark programme;
- (f) To provide advice and guidance to member clubs in preparing and developing club development plans;

- (g) To provide advice and guidance to clubs seeking to apply for public funding and/or seeking support for facility development;
- (h) To oversee delivery of a programme of summer and half-term hockey camps with a focus on linking new participants to clubs;
- (i) Developing bespoke interventions to assist member clubs address operational challenges which they may face in delivering the sport;
- (j) To identify the potential for new clubs in areas of identified need and provide support for emerging clubs / satellite centres to enable affiliation to Ulster Hockey.
- (k) To work in conjunction with the Youth Development Officer to promote and develop club/school links to increase the number of people playing hockey.
- (l) To work in conjunction with the Workforce Development Officer to plan and co-ordinate a programme of training, education and learning opportunities for coaches and volunteers
- (m) To develop strategic links with Sports Partnerships and Local Authorities in the delivery of development initiatives for hockey.

ADMINISTRATION

- (a) Identify and implement opportunities for the development of the project arising from national and regional initiatives in sport and physical activity and related fields;
- (b) Actively promote and market the projects and the Ulster Hockey Strategic Plan 2021-26 to all appropriate sectors;
- (c) Work as an active member of the Ulster Hockey team and participate fully in all organisational programmes and events;
- (d) To attend staff meetings as required;
- (e) To attend appropriate meetings as directed by the Chief Executive;
- (f) To attend training courses as required by Ulster Hockey;
- (g) Keep abreast of current and emerging trends and development within the sector;

GENERAL

- (a) Identify and implement opportunities for the development of the project arising from national and regional initiatives in sport and physical activity and related fields.
- (b) Actively promote and market the projects and the Ulster Hockey Strategic Plan to all appropriate sectors.
- (c) Work as an active member of the Ulster Hockey Team and participate fully in all departmental programmes and events.
- (d) Any other duties as may be allocated from time to time in accordance with the general nature of the post.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the relevant roles and responsibilities for the post. The job description is subject to amendment in light of the changing needs of the organisation.

The Person

Essential criteria

Qualifications

- A degree which can be proven relevant to the post

Experience & Knowledge

- 2 years full time (or part time equivalent) experience in sports development.
- Demonstrable experience of developing and delivering programmes/initiatives at club level.
- Demonstrable experience of partnership working.
- Up to date knowledge of current legislation in sport including safeguarding.
- Understanding of funding sources.
- Competent in the use of Microsoft Office packages.

Special Aptitudes

- Demonstrable written and oral communication skills.
- Good facilitation and negotiation skills.
- Able to act on own initiative and take decisions within policy.
- Ability to work on own initiative and as part of a team.
- Ability to undertake work/tasks involving a high degree of attention to detail.
- Ability to work under pressure and meet tight deadlines.
- Strong planning and organisational skills including time management, resource management and prioritising work-load.
- Strong interpersonal skills including the ability to liaise with a wide range of people of different ages and backgrounds and build effective working relationships with each.

Circumstances

- Have access to a form of transport that will permit the post-holder to meet the requirements of the post in full.
- Ability to work unsociable hours including Sundays and be willing to spend time away from home i.e. overnight for meetings.

Desirable Criteria

Qualifications

- A recognised Hockey Level 1 coaching award

Experience & Knowledge

- Demonstrable experience of developing and working in partnership with bodies such as local authorities, education & community groups.

- Demonstrable skills and experience of managing resources in line with agreed policy.
- Knowledge and understanding of sports development policies and models in the UK, Northern Ireland and Ireland.

Special Aptitudes

- Excellent written skills particularly in relation to report writing.

The Process

The Selection Process

Applicants must submit a CV and covering letter which clearly and fully demonstrates how they meet the key requirements for the role. Shortlisting will be based on the criteria outlined above and it is essential therefore that applicants fully describe on the form how they meet the requirements of the role.

Eligibility Sift

After the closing date, the first stage in the selection process will be to conduct a sift of the applications against the eligibility criteria. Applicants who have not fully demonstrated on their application form how they meet each of the eligibility criteria will not progress to the next stage of the process. Please note that in the event of a large candidate pool, we use the desirable criteria as part of the process.

Interviews

Candidates successful at the initial stages will be invited to meet with a selection panel.

Arrangements

Please make us aware of any potential issues regarding your availability in the coming weeks to meet with us. Whilst every effort will be made to accommodate you, given the difficulties in arranging panels, flexibility may not be possible.

Please also make us aware of any special adaptation which may be required for the interview process.

Appointment

Following the recruitment process, the appointment will be offered to the preferred candidate with the post holder expected to take up the post as soon as availability allows.

Pre-employment Checks

All offers of employment are subject to receipt of satisfactory references and Access NI checks.

How to Apply

Please send a role specific cover letter and CV to admin@ulsterhockey.com with the subject line of: 'Club Development Officer Application'.

Alternatively, applications can be posted to:

Ulster Hockey
Unit 5G Stirling House
Castlereagh Business Park
Castlereagh Road
Belfast
BT5 6BQ

Please note applications must be sent before the closing date of **5pm on Wednesday 10th July**. Whilst we will acknowledge receipt of your application as soon as possible, it is the candidate's responsibility to ensure that it has been received on time. Applications received after this time will not be considered.

We look forward to reading your application. If you have any questions regarding the process or any information contained in this document, please do not hesitate to contact us for a confidential discussion on any aspect of the role.



ULSTER
HOCKEY

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Years of
Hockey
in Ulster