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About Ulster Hockey

Ulster Hockey is seeking an organised and dynamic team player for the role of Domestic Hockey Co-ordinator to deliver logistical and administrative support to deliver a programme of domestic (club & schools) hockey and help support the organisation and its team of Sports Development Officers to implement its strategy to ensure that it delivers on its ambitious growth targets in terms of inclusion, participation, success, profile and financial sustainability.

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.

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.

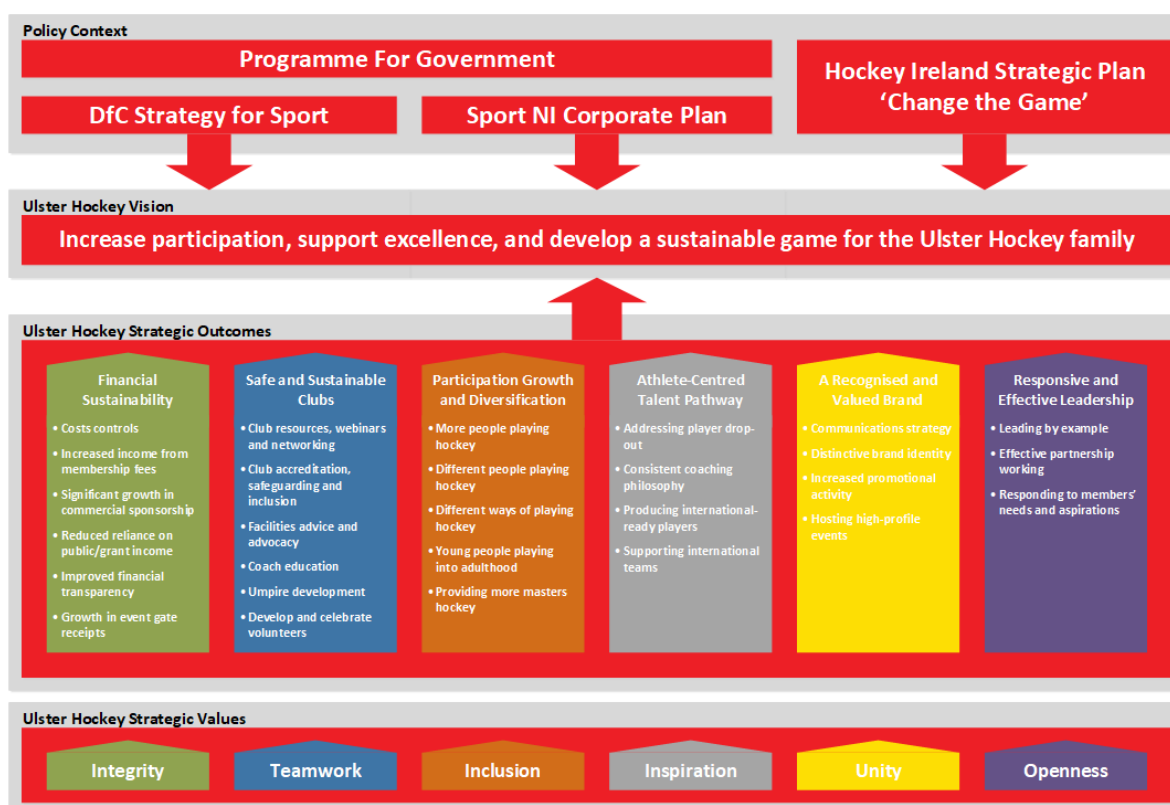
Ulster Hockey works with a range of public bodies to deliver on its key strategic objectives. Core to this work is providing support and services to clubs, members and players which strengthens the ongoing development and delivery of sport within Ulster.

Ulster Hockey formally launched its new 2021-2026 strategy in November 2021, focussed on achieving our vision to Increase participation, support excellence and develop a sustainable game for the Ulster Hockey family, with our mission being to INSPIRE involvement, BUILD capacity and SUSTAIN Clubs.

Strategic Framework

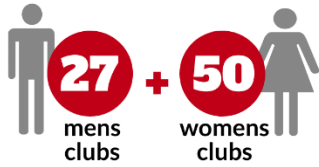
Over the last six months, Ulster Hockey consulted extensively with Board members, staff, volunteers and players - young and old - to identify the key issues and challenges facing the organisation and priorities that need to be addressed in the short, medium, and longer-term. Throughout the process, it 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

12,000

total participant members at affiliated clubs



7

Tokyo Olympians



35

junior age grade players engaged in talent development programmes

128

in Ulster talent squads

270

in U15 Talent Development Programme

Teams



296

junior teams



209

senior teams

Coaches

432

accredited coaches



Umpires

146

accredited umpires



Schools

78

senior schools supported to deliver hockey

208

primary schools supported to deliver hockey



Blitzes

50

school-based Youth Blitzes planned and delivered



Social Media



8,000

Twitter followers



7,000

Facebook followers



4,300

Instagram followers

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:

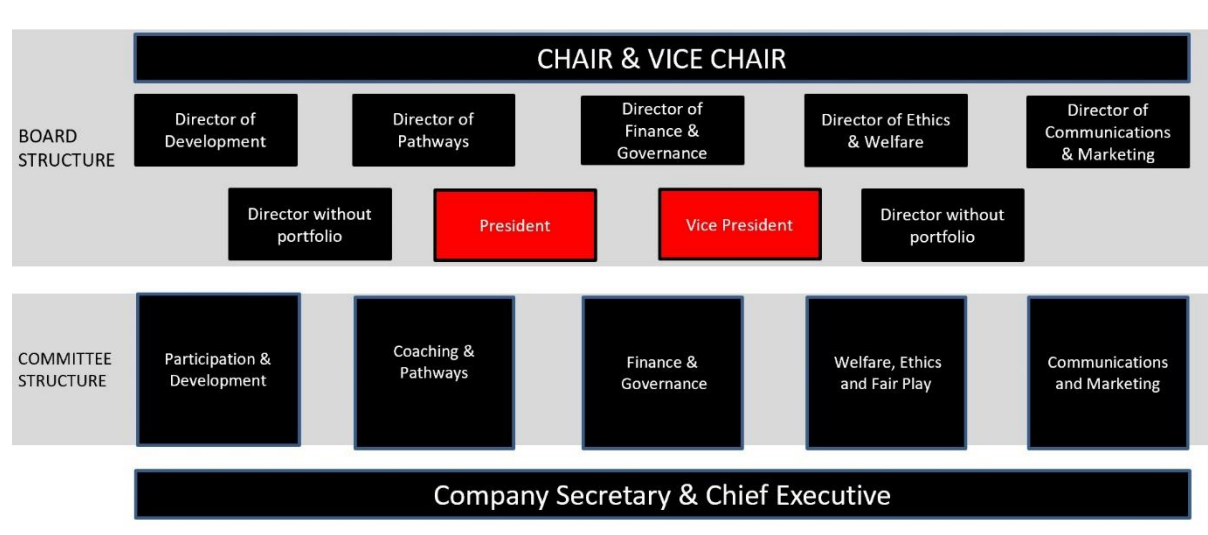
- **Inclusion**, which means we are respectful.
- **Integrity**, which means we are responsible.
- **Inspiration**, which means we lead.
- **Teamwork**, which means we are collaborative.
- **Openness**, which means we are engaging.
- **Unity**, which means we are pioneering.

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.

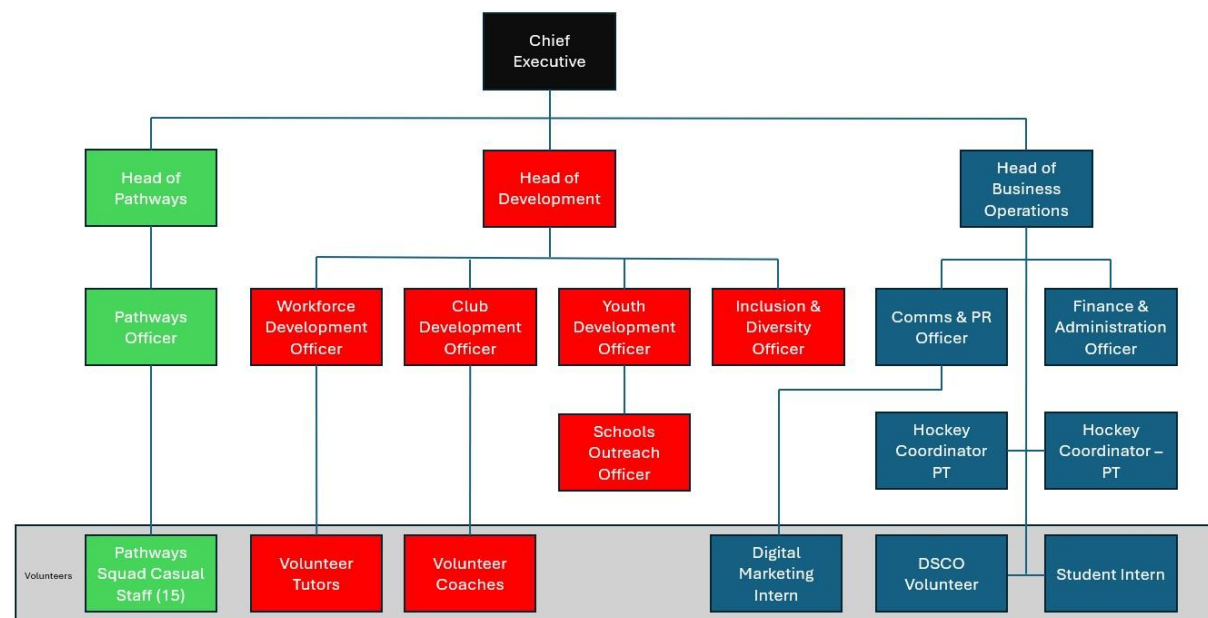
The Structure

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 - Head of Commercial & Business Operations

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

Salary - £22,000

Duration - Fixed term until March 2026. The contract may be extended subject to funding.

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

The Post Holder will support delivery of key areas of the Ulster Hockey Strategic Plan (2021-2026) in relation to supporting the Club and Workforce, Clubs. Good Relations & Youth Development Officers deliver key projects. They will be responsible for assisting with the design and delivery programmes to promote the development of coaches along a coaching pathway; the development and implementation of a club development system and the promotion of diversity of participants within Ulster Hockey.

The Post Holder will work under the direction of the Ulster Hockey Head of Commercial & Business Operations and will engage with the rest of the Ulster Hockey Development team to support the delivery of successful development and domestic hockey programmes.

As the success of the post will be dependent on developing partnerships with key stakeholders the post holder will be required to develop and maintain working alliances with a wide range of partners in the voluntary and community sector and educational and sports sectors.

MAIN DUTIES AND RESPONSIBILITIES

1. Membership database

- (a) To lead on the implementation and updating of the My Gameday Database.
- (b) To assist with the continued development of the My Gameday in conjunction with Hockey Ireland.
- (c) To act as Lead Officer for providing reports and analysis from My Gameday to Hockey Ireland and Senior Management.
- (d) To act as lead contact with Hockey Ireland in respect of all areas of membership administration.

2. Development Support

- (a) To support the Development Officers to implement an Operational Plan for Club Development, Youth Development, Good Relations and Workforce Development within Ulster Hockey.
- (b) To support delivery of the club accreditation scheme for Ulster Hockey.
- (c) To provide direct support to an agreed number of clubs annually to achieve accreditation.
- (d) To support the promotion and development of club/school links to increase the number of junior club members.
- (e) Promote Opportunities for volunteering.
- (f) Assist the Development Officers in maintaining active interagency networks with community, voluntary, statutory and private sector organisations and contribute to established networks where appropriate.
- (g) Administration and co-ordination of Workforce Development programmes and e-learning programme.
- (h) Assist with the delivery and promotion of an efficient Domestic Hockey programme.
- (i) Work as an active member of the Ulster Hockey Team and participate fully in all departmental programmes and events.

3. Administration

- (a) To lead the operational requirements for all Ulster Hockey Domestic (club & school) competitions in liaison with the Schools and Competitions Committee.
- (b) To organise all schools and club finals events with the support of the wider Ulster Hockey team.
- (c) To maintain a database of all affiliated schools, coaches and clubs contacts as part of a centralised information system.
- (d) Monitor and evaluate project programmes in accordance with guidelines and external funders' terms and conditions.
- (e) Prepare written and oral reports and presentations as necessary relating to the project.
- (f) Develop and maintain efficient and effective systems to ensure the smooth running of the projects.
- (g) Comply with and actively promote the Ulster Hockey Union policies and procedures on all aspects of equality.
- (h) Ensure full compliance with health and safety requirements and legislation in accordance with Ulster Hockey's policies and procedures.

4. General

- (a) To attend staff meetings as required.
- (b) To attend appropriate meetings as directed by the Executive Manager.
- (c) To attend training courses as required by Ulster Hockey.
- (d) Keep abreast of current and emerging trends and development within the sector.
- (e) 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 post-holder will be required to undertake a programme of development to include 'in-post' training, and formal training opportunities delivered within the sports sectors.

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, sports administration, and/or demonstrable experience of providing administrative support to programmes/initiatives in a not-for-profit, charity or private sector organisation.*
- Up to date knowledge of current legislation in sport including safeguarding.
- Understanding of sports development principles.
- 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 or Fundamentals 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 with asterisks (*) 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: 'Domestic Hockey Co-ordinator 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 19th March 2025**. 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.