

ULSTER HOCKEY

Finance & Administration Officer

Inspire - Build - Sustain



Contents

Section	Page
About Ulster Hockey	3
Strategic Framework	4
Where are we Now	5
Vision, Mission and Values	6
Ulster Hockey Structure	7
Job Description	8
The Person	11
The Process	13
Reply Instructions	14

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.

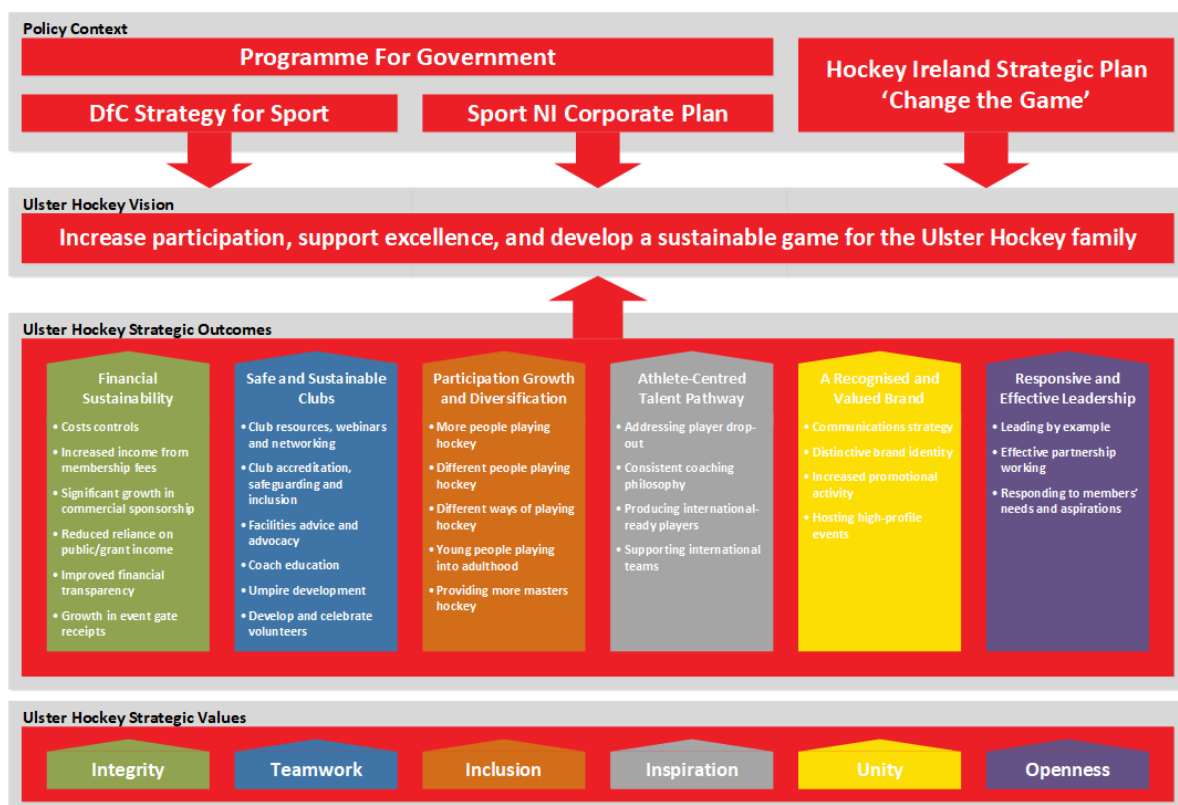
The organisation is now seeking someone for the role of Finance and Administration Officer to help to ensure effective business operations in the organisation and implement this strategy to ensure that it delivers on its ambitious growth targets in terms of participation, success, profile and financial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

This post is currently offered on a temporary basis to cover long-term absence but may have scope to become permanent.

Strategic Framework

In 2021, 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

14,000

total participant members at affiliated clubs



10

Paris Olympians



35

junior age grade players engaged in talent development programmes

128

in Ulster talent squads

270

in U15 Talent Development Programme

Teams



300

junior teams



215

senior teams

Coaches

890

accredited coaches



Umpires

395

accredited umpires



Schools

78

senior schools supported to deliver hockey

230

primary schools supported to deliver hockey



Blitzes

50

school-based Youth Blitzes planned and delivered

3,500

participants in school blitz days



Social Media



9905

Twitter followers



4900

Facebook followers



10,343

Instagram followers



15.9M

views on social media



73.5K

accounts reached per month



720K

video views

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:

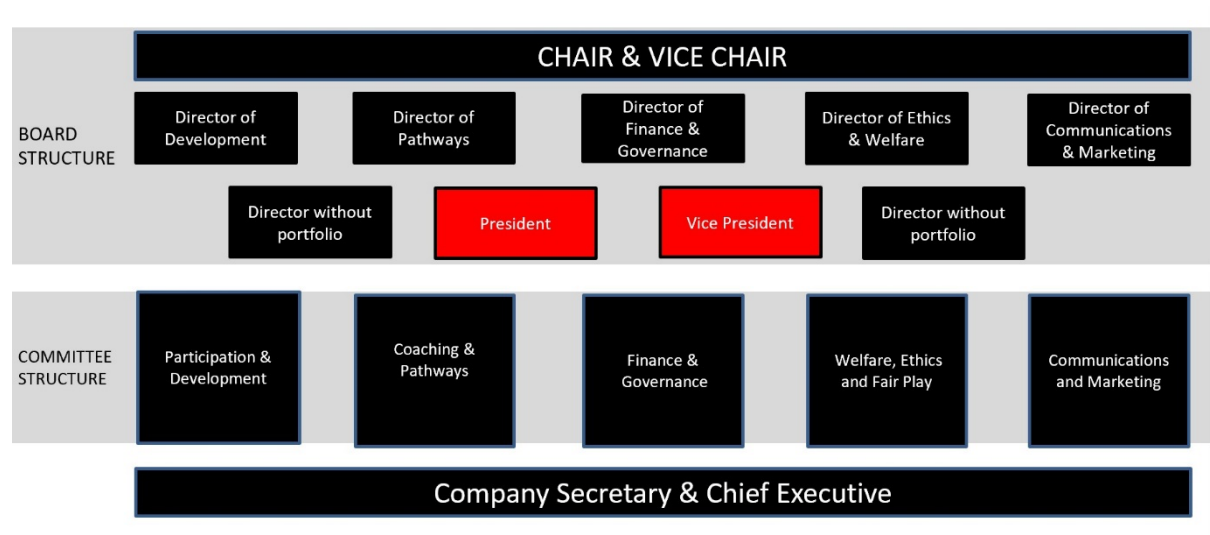
- **Inclusion**, which means we are respectful.
- **Integrity**, which means we are responsible.
- **Inspiration**, which means we lead.
- **Teamwork**, which means we are collaborative.
- **Openness**, which means we are engaging.
- **Unity**, which means we are pioneering.

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.

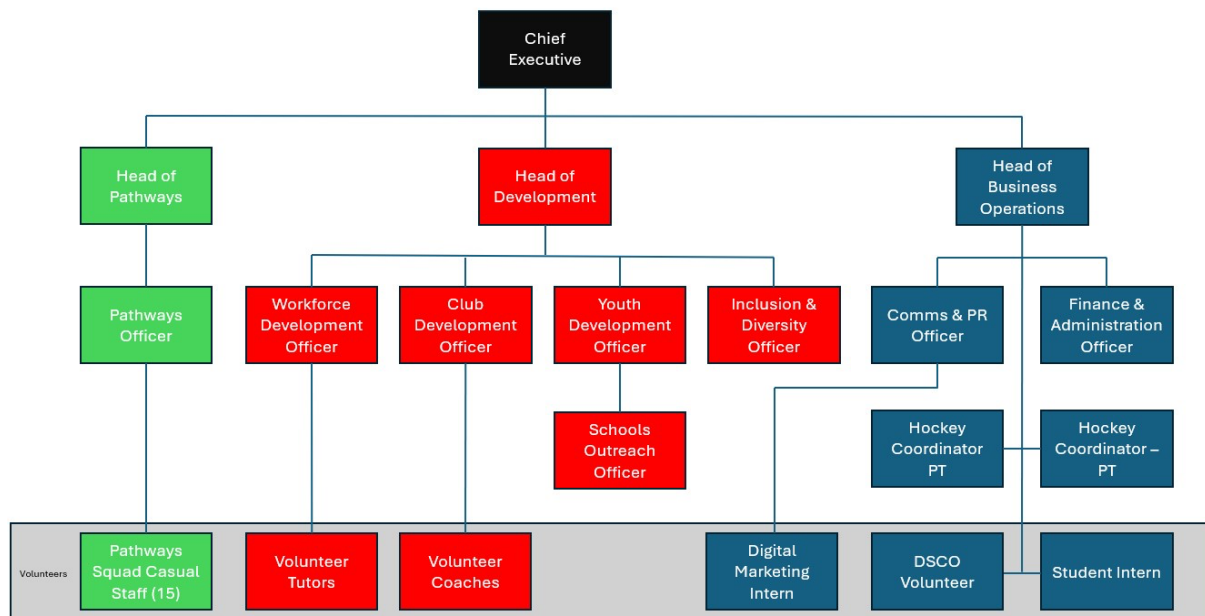
The Structure

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 (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.

Duration - Temporary (with potential to become permanent)

Salary - £27,000 per annum

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

Ulster Hockey seek an experienced and motivated individual to provide finance and administration support to the wider Ulster Hockey team.

This role is an integral part of the Business Operations team and will have key day to day responsibilities of ensuring all aspects of business and financial operations are effective. The role is pivotal as the first point of contact with external contacts and clubs.

MAIN DUTIES & RESPONSIBILITIES

FINANCE

- (a) Overseeing administration of invoices received and payments in line with the relevant finance policies and procedures.
- (b) Overseeing administration of all invoicing and credit control.
- (c) Processing all coaches and staff's expenses claims.
- (d) Assisting with internal and external audit requests.
- (e) Contribute to the production of monthly management accounts and budget reports for the Board and Finance Committee.
- (f) Daily book-keeping and financial management using the SAGE system - training and support will be provided if the successful candidate does not have specific SAGE experience
- (g) Maintain and monitor equipment and supplier contracts.

ADMINISTRATION

- (a) Serve as the primary point of contact for internal and external enquiries.
- (b) Take responsibility for the management of all enquiries on the admin inbox and forward or respond accordingly.
- (c) Deal with all face-to-face enquiries.
- (d) Maintain the Ulster Hockey shared drive filing system.
- (e) Other administrative tasks as directed such as minute taking.
- (f) Provide administrative support related to events management.
- (g) Provide administrative support and work as an active member of the Ulster Hockey team and participate fully in all organisational programmes and events;
- (h) To attend staff meetings as required;
- (i) To attend appropriate meetings as directed by the line manager and/or Chief Executive;
- (j) To attend training courses as required by Ulster Hockey;

GENERAL

- (a) Actively promote and market the projects and the Ulster Hockey Strategic Plan to all appropriate sectors.
- (b) Work as an active member of the Ulster Hockey Team and participate fully in all departmental programmes and events.
- (c) 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 or other relevant qualification which can be proven relevant to the post

Experience & Knowledge

- 2 years full time (or part time equivalent) experience in finance and administration.
- Strong IT skills and experience of Microsoft Office applications.

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 evenings and weekends.

Desirable Criteria

Qualifications

- A third level qualification in Accountancy.
- Previous experience of accounting software – ideally SAGE.

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.

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.

How to Apply

Please send a role specific cover letter and CV to admin@ulsterhockey.com with the subject line of: 'Finance & Administration Officer'.

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 **12pm on Monday 20th April 2026**. 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.