



Comhairle Contae
Fhine Gall
Fingal County
Council



Job Description for Fingal Hockey Development Officer

ADVERT

Hockey Ireland in partnership with Fingal County Council and Leinster Hockey are seeking to employ a Hockey Development Officer to work within the Fingal County Council catchment area. Starting in November 2021, the aim of the Fingal Hockey Development Officer (FHDO) is to grow participation of hockey in the Fingal administrative area by facilitating the promotion of sustainable participation opportunities within clubs and schools.

The objectives of the role are:

- To support clubs in the region to become stronger and more sustainable
- To facilitate training of volunteers, coaches and umpires
- To grow participation through recruitment and retention initiatives
- Growing Hockey through community and school engagement

For more information see Job Description below:

To apply please send your CV to linda.monaghan@hockey.ie. **Closing date is 3rd November 2021**

JOB TITLE: Fingal Hockey Development Officer, in partnership with Fingal CoCo and Leinster Hockey.

RESPONSIBLE TO: Hockey Ireland, National Development Manager

LOCATION: Hockey Ireland Office/Fingal County Council local office

SALARY: The salary will be €15,000 per annum. This salary will be subject to all National Wage Agreements. Personnel will be supplied with all equipment required to carry out their duties. Mileage will be paid at the official Hockey Ireland rate.

PARTICULARS OF OFFICE: The post is part time (22.5 hours per week) on a contract basis on an initial 12-month contract with the view to extend. The successful applicant will be subject to a period of probation of 3 months and the scheme will be subject to a review at the end of year 1.

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.



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Responsibilities include:

Supporting existing clubs

- Delivering workshops, holding meetings and delivering Clubmark to support, educate and empower clubs to implement change and become more sustainable
- Providing advice on Child Protection requirements and funding opportunities
- Growing hockey in Fingal
- Promoting hockey in Fingal through community and school engagement
- Management and administration of participation programmes
- Running cluster programmes in Primary Schools / Secondary Schools
- Set-up of a Primary School league in the region, whilst linking with branch competition structures
- Promoting and developing the indoor and small-sided format of the game
- Promoting Hockey Skills Challenge
- Organisation of participation camps

Young Player Development

- Assist in the delivery of the LHA Academy coaching program in the Fingal area. This will involve delivering coaching sessions for teen aged players nominated by their club / school

Coach umpire and volunteer development (Leaders in Hockey Programme)

- Deliver Young Hockey Leaders Award and Young Umpire Programme
- Creating coach umpire and volunteer development opportunities, organising and promoting accredited courses where applicable
- Engagement and development of female leaders in hockey through the Women in Sport funded programmes

General:

- Working to specific targets in relation to delivery of Hockey Ireland participation and development programmes as agreed with all funding partners
- Work closely with Fingal CC and Leinster Hockey Association and develop strong relationships with schools and clubs in the region
- Work closely with other Hockey Ireland, Leinster Hockey Association and Fingal Sports Office staff and volunteers
- Attend appropriate meetings as directed by Principal Sports Office for Fingal CC, Hockey Ireland NDM and Leinster Hockey
- Assist in applying for funding and delivering on funding requirements



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- Work in partnership with other sporting bodies
- Any other duties as may be allocated from time to time in accordance with the general nature of the post
- Access to private transport is required as successful candidate will need to travel throughout the Fingal region. This role requires flexibility with regards to working hours, including some evening and weekend work
- At all times the Fingal Hockey Development Officer will promote Hockey Ireland and Leinster Hockey equally.

The above statements are intended to describe the general nature and level of work required from this position. They are not intended to be an exhaustive list of all responsibilities and activities required. The holder of this position is required to respond with a flexible approach when tasks arise which are not specifically covered in this job description. Please note that this role is subject to funding.

It should be noted that the role of the development officer is not to work at the performance level of the sport (with inter-provincials teams for example) and the main focus is to build participation and systems to support sustainable growth, including strengthening existing structures

Personnel Specification

Academic/Technical Qualifications

- A recognised Level 1 Hockey coaching award
- 1 years' full time (or part time equivalent) experience which can be proven relevant to the post.
- Up to date safeguarding 1 certification
- The successful candidate will be Garda Vetted through Hockey Ireland

Knowledge and Experience

- A minimum of 1 year full time (or part time equivalent) experience supporting the development of at least one of the following:
 - Sports Clubs
 - Volunteers
 - Coaches
 - Schools
- Experience of developing and implementing plans to support the development of sports clubs and/or volunteers.
- Experience of coaching in a club or school environment
- Experience of administrating, developing, and managing projects or programmes indicating excellent organisational skills.
- Experience of developing and working in partnership with bodies such as local sports partnerships, schools and colleges, community groups



- Demonstrable skills and experience of managing resources/budgets in line with agreed policy
- A knowledge and understanding of club development, including volunteer and coach development
- Demonstrate a sound understanding and knowledge of the working of Hockey Ireland (structure and strategy)
- A knowledge and understanding of hockey in Leinster and Fingal
- A knowledge and understanding of the challenges facing hockey clubs and schools in Fingal

Attitudes and Behaviour

- Ability to undertake work/tasks involving a high degree of attention to detail
- Ability to work under pressure and meet tight deadlines
- Strong administrative planning and organisational skills

Computer Skills

- Competent in the use of Microsoft Office

Working with others

- Ability to work on own initiative and as part of a team

Communication Skills

- Good oral and written communication skills
- Good presentation skills

Recruitment:

Should the post become vacant, selection shall be by means of a competition based on an interview conducted by or on behalf of Hockey Ireland and will involve a nominated representative from Leinster Hockey and Fingal County Council.

Short listing will be applied where necessary on the basis of information supplied on the application form. This process will be administered by the Hockey Ireland in consultation with the Council and Leinster Hockey.

A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy Hockey Ireland, Leinster Hockey and Fingal County Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, be appointed as appropriate vacancies arise. The life of the panel shall be for a period of one year from the date of its formation.



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For the purpose of satisfying the requirement as to health it will be necessary for successful candidates, who are not already permanent employees before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by Hockey Ireland.

Hockey Ireland, Leinster Hockey and Fingal County Council shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up appointment within such period or such longer period as Hockey Ireland, Leinster Hockey and Fingal County Council in its absolute discretion may determine, Hockey Ireland shall not appoint them.