

Hockey Wales

Sport Wales National Centre
Sophia Gardens, Cardiff
CF11 9SW

Tel: 0300 300 3126
Email: info@hockeywales.org.uk
www.hockeywales.org.uk



Role title	Performance Support	Full or Part Time	Part Time
Reports to	Performance Coordinator	Roles reporting into the role holder	n/a
Role purpose			
Support all Hockey Wales performance activity with a meticulous and efficient approach Support performance coordinator with international programme travel and logistics (Seniors, Development, Indoor, U18s/16s NAGs)			
Main Duties			
Thriving Environment <ul style="list-style-type: none">• Liaise with relevant regional and national administration staff and team managers to ensure high quality administration of the programmes• Support performance coordinator to maintain an effective administration process to ensure the delivery of all programmes• Assist in the delivery of major event planning			
Achieving Potential <ul style="list-style-type: none">• Assist with monitoring and tracking of players through the performance pathway• Assist with the on-going evaluation of all programmes• Ensure the Hockey Wales high performance culture is maintained.			
Participation <ul style="list-style-type: none">• Input costings and process invoices for all squads on a camp by camp basis• Ensure all purchases are cost effective			
Engagement <ul style="list-style-type: none">• Work closely with Performance Coordinator to ensure an effective pathway for players coaches and support staff.• Develop strong relationships with other hockey nations to aid appropriate competition opportunities and links for performance• Work coherently with all squad team managers to ensure successful implementation of performance programmes			
Partnerships <ul style="list-style-type: none">• Maintain strong working relationships with International Hockey Associations to assist in the delivery of competitive local and International matches/fixtures• Develop strong relationships communication channels with stakeholders and partners including the Home Country Hockey NGBs, colleges, universities, Hockey clubs and Sport Wales			

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Knowledge/Experience/Skills	
Essential	Desirable
<p>Knowledge</p> <ul style="list-style-type: none"> • Excellent knowledge of Hockey Wales performance programmes • Strong understanding of high-performance sport • Knowledge of sporting structures such as sports development, talent development and NGBs <p>Experience</p> <ul style="list-style-type: none"> • Experience of working within sports development and / or National Governing Bodies • Significant project management experience • Experience of working with volunteers from a diverse background <p>Skills</p> <ul style="list-style-type: none"> • Exceptional communication skills, both written and verbal and well versed with Microsoft office • Excellent time-management and organisation skills • Outstanding attention to detail • Ability to work under pressure • Strong negotiation, influencing and partnership working skills • Able to deal with challenging situations and find innovative, creative solutions • Approachable and flexible • Willing to work unsocial hours • Full and current driving license. 	<ul style="list-style-type: none"> • Evidence of on-going personal development • Ability to speak Welsh • Sports or other higher education degree • Experience of working in an NGB within a national or European context or within a professional sport setting • Hockey background as a performer, coach, official or volunteer



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<p>Behaviours – as defined in Hockey Wales competency definitions and indicators</p> <p>Hockey Wales have a set of competencies with definitions and indicator. These outline the behaviours that represent what good looks like under each of the headings below</p>	
<ul style="list-style-type: none"> • Team player • Integrity, honesty, loyalty & respect • Strong work ethic, willingness to go above and beyond • Committed to excellence • Decisive, positive and solution focused • Resilience • Innovative and creative • Respects confidentiality • Passionate • High Performing • Communicating • Customer service excellence • Problem solving 	
<p>Further Information</p>	
<p>Will the role holder have direct access to young persons under the age of 18 within the context of the role or any subsequent related activities or responsibilities? YES</p>	
<p>This job description is only a summary of the role and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job</p>	
<p>Completed by name Role</p>	<p>Ria Male Chief Executive</p>
<p>Date</p>	<p>June 2019</p>