



### Hockey Wales

Sport Wales National Centre

Tel: 0300 300 3126

Sophia Close,

CF11 9SW

Cardiff Email: [info@hockeywales.org.uk](mailto:info@hockeywales.org.uk)

[www.hockeywales.org.uk](http://www.hockeywales.org.uk)

## Job Description

<b>Job Title:</b>	Hockey Development Officer – North Wales	<b>Reports to:</b>	Director Development & Participation
<b>Department:</b>	Development & Participation	<b>Hours:</b>	Full time – 37 hours per week
<b>Contract Length</b>	Permanent		
<b>Salary:</b>	£27,427.46	<b>Annual Leave:</b>	25 Days + Bank Holidays
<b>Location:</b>	North Wales – Flexible and hybrid working with opportunity to travel to our main base at Hoci Cymru Sport Wales National Centre Sophia Gardens Cardiff, South Wales	<b>Other Benefits:</b>	<ul style="list-style-type: none"><li>• Contributory pension scheme</li></ul>

### Introduction

Hoci Cymru is the National Governing Body for Hockey in Wales. 2023 was a historic year for the Governing Body with Wales Men reaching the World Cup for the first ever time and Cardiff & Met Men's being promoted to the Premier Division. Another first for the men's game in Wales.

Hoci Cymru have set their [new strategy](#) with a clear focus on engaging young people and collaborating with partners to provide inclusive opportunities that develop a passion for having 'a stick in their hand'. Evolving game modes, supporting the education sector and reaching out to new communities are all key objectives of increasing the amount of people who play, coach and / or officiate in the sport.

Join our team at Hoci Cymru and become part of a dynamic and dedicated group of individuals who share our core values of being connected, passionate, and energetic. We are seeking enthusiastic and motivated individuals to fill roles that embody these values while contributing to the growth and development of hockey in Wales. Our clubs are at the heart of everything we do, and supporting their development is fundamental to achieving our vision for the sport.



### Hockey Wales

Sport Wales National Centre

Tel: 0300 300 3126

Sophia Close,

CF11 9SW

Cardiff Email: [info@hockeywales.org.uk](mailto:info@hockeywales.org.uk)

[www.hockeywales.org.uk](http://www.hockeywales.org.uk)

## **Key Priorities and Deliverables**

### **Engagement**

- Develop and implement initiatives to attract new participants to the sport, including primary, comprehensive schools as well as different community groups.
- Foster partnerships with schools, colleges, and community organisations to promote hockey at the grassroots level.
- Ensure the delivery of high-quality programs that align with the findings of the Sport Wales School Sport Survey 2022, guaranteeing that the latent demand in priority communities is met effectively.
- Play a role in the growth, strategizing, and coordination of our county-level pathway program.

### **Equity, Diversity and Inclusion**

- Promote diversity and inclusion within hockey clubs, ensuring that hockey is accessible to all members of the community.
- Work to reduce barriers to participation and increase representation of underrepresented groups.
- Grow Equality, Diversity, and Inclusion initiatives and customised community outreach efforts, ensuring that Hoci Cymru maintains its inclusivity and adapts its services to the unique needs of each community group.

### **Club Support**

- Provide guidance and support to hockey clubs, promoting diversity and inclusion in areas such as governance, administration, and sustainability.
- Collaborate with clubs to develop and implement club development plans that align with Hoci Cymru's strategic goals.
- Source new training and resources to club welfare officers and volunteers to enhance their skills and capabilities to support club sustainability.
- Assist the Projects Manager in effectively coordinating our Heritage Project maintaining close contact with clubs to maximize its outreach and impact.



### Hockey Wales

Sport Wales National Centre

Tel: 0300 300 3126

Sophia Close,

CF11 9SW

Cardiff Email: [info@hockeywales.org.uk](mailto:info@hockeywales.org.uk)

[www.hockeywales.org.uk](http://www.hockeywales.org.uk)

## **Coach and Volunteer Development**

- Support the recruitment and development of coaches and volunteers within clubs.
- Assist clubs in accessing coaching courses and resources provided by Hoci Cymru and the Hockey Hub.
- Reconnect with our existing Young Ambassadors and expand our recruitment efforts to enhance our capacity for delivering high-quality learning experiences, essential for supporting future events.
- Facilitate workshops and training sessions to improve coaching and officiating standards.
- Form strong relationships within schools and universities to generate a volunteer base for Hockey provision.

## **Communication and Reporting**

- Maintain regular communication with clubs to provide updates, share best practices, and address locational needs.
- Collect and report data on club development progress and participation numbers.
- Offer modest but impactful social media and communications support to elevate our profile and showcase positive narratives within the Hockey Community.
- Utilise our Sport 80 Platform to identify key areas of growth within our membership.

## **Events and Competitions**

- Collaborate with clubs and other commercial organisations to organise and promote local events, tournaments, and leagues.
- Support clubs in hosting successful hockey events that enhance the sport's visibility and popularity.
- Support the Events Manager to enhance the quality of Pathway & Community Competitions Nationally.



### Hockey Wales

Sport Wales National Centre

Tel: 0300 300 3126

Sophia Close,

CF11 9SW

Cardiff Email: [info@hockeywales.org.uk](mailto:info@hockeywales.org.uk)

[www.hockeywales.org.uk](http://www.hockeywales.org.uk)

## **Person Specification**

- **Project Management** - Ability to coordinate several projects simultaneously, ensuring they meet the demands of funding and all stakeholders, including the ability to collate and understand data.
- **Team Working** – Work co-operatively and productively with others, actively creating connections; openly exchange information, idea sharing, and support colleagues.
- **Energetic** – Puts personal energy and commitment into completing work and striving to improve every day. Looks for ways to meet and exceed challenging performance standards and targets, can work on one's own initiative.
- **Communication** - Exceptional communication skills, both written and verbal. Ability to connect people, organisations and understand the importance of marketing and social media.
- **Approachable and flexible** – Be able to adapt to an ever-changing live situation. Show empathy for other people and can support others.
- **Passion for Sport** - Understand and appreciate the deep impact of sports within the community and a commitment to amplify its positive influence.

## **Your Knowledge and Experience**

- Strong communication skills to liaise effectively with club officials, coaches, players, and stakeholders, while also being able to engage with a range of different roles, backgrounds, and community groups.
- Organisational skills for coordinating events, tournaments, and competitions at the club & school level.
- Knowledge of sports governance and compliance with relevant policies and regulations.
- Ability to build and maintain positive relationships with local sports organisations, schools, and community groups.
- Experience in recruiting and coordinating volunteers to support club activities and initiatives.
- A genuine passion for sport and a desire to promote its growth and development at the grassroots level.
- Development, Operations, and stakeholder engagement in a sport-based environment
- Familiarity with all business functions including digital systems, GDPR, HR, finance, and IT.
- Ability to explain or present information to individuals or groups in a structured, clear, confident, and concise manner.



### Hockey Wales

Sport Wales National Centre

Tel: 0300 300 3126

Sophia Close,

CF11 9SW

Cardiff Email: [info@hockeywales.org.uk](mailto:info@hockeywales.org.uk)

[www.hockeywales.org.uk](http://www.hockeywales.org.uk)

- Aptitude for identifying challenges and finding creative solutions, demonstrating strong problem-solving skills to address them effectively.
- Knowledge and experience of working independently from home while building a strong professional network across North Wales.

### **Your Qualities**

- Teamwork
- Integrity, honesty & respect
- Ability to work under pressure.
- Loyalty
- Strong work ethic, with the willingness to go above and beyond.
- Customer service excellence
- Decisive, positive and solution focused.
- Innovative and creative

### **How to Apply**

To apply, please submit a CV and a covering letter that clearly outlines how you meet the expectations outlined in the job description. Use practical examples to demonstrate your skills, experience, and impact wherever possible. We're particularly interested in understanding how your background aligns with the role's key responsibilities and how you can contribute to the ongoing development of hockey in Wales.