



PERFORMANCE OPERATIONS COORDINATOR JOB ADVERT AND ROLE DESCRIPTION





CONTENTS

- Overview
- Our Commitment to EDI
- Welcome
- Main Duties
- Person specification
- How to Apply





OVERVIEW

Job Title:

- Performance Operations Co-ordinator

Salary:

- £25,000 (pro rata, 4 days a week)

Location:

- Office based (Cardiff) or hybrid options also considered.

Role Type:

- Part-time (4 days a week)

Flexible and hybrid working, with a commitment to attend the office at Hoci Cymru, Sport Wales National Centre, Sophia Gardens, Cardiff, at least once a week.



OUR COMMITMENT TO EDI

Hoci Cymru is committed to creating a diverse environment and is proud to be part of the Stonewall Diversity Champions programme. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age.

Please see below a few examples of best practice where we are striving to embed EDI into our everyday services.

Hoci Cymru Staff have completed the "Show Racism the Red Card" training, demonstrating our strong commitment to creating an inclusive and respectful environment in Welsh hockey.

We have signed up to the EuroHockey Equally Amazing charter:
<https://eurohockey.org/eurohockey-equally-amazing-campaign>





WELCOME

An exciting opportunity has become available to join our Hoci Cymru Performance team as our Performance Operations Co-ordinator.

This is a truly exciting time to be involved in our sport at this level. Our Senior International programmes continue to perform well on the Continental and World stage, we are continuing to transition a good number of players on to Great Britain Development and Senior squads and our Junior programmes provide players and staff with opportunities, experiences and exposure in a clearly defined and connected Pathway.

We are looking to recruit an energetic and enthusiastic team member with a keen eye for detail with planning, logistics, finance and budgeting alongside other associated role responsibilities. You will play a key part in supporting all our International programmes towards their on pitch aspirations as well as supporting the delivery of our organisational strategy.



MAIN DUTIES

Engagement

- Adhere to Hoci Cymru Policies, Procedures, Guidelines, Rules and Regulations.
- Commitment to ongoing professional development opportunities and support the wider work of Hoci Cymru as required.
- Engage with a range of stakeholders to ensure our programmes continue to demonstrate a high level of operational efficiency off the pitch and to support success on the pitch.

Partnerships

- Develop strong relationships & communication channels with stakeholders and partners including the Home Nations Hockey NGBs, travel partners, facility providers and Sport Wales.
- Work closely with the Performance Director and Pathway Manager to support an effective pathway for Welsh athletes and staff.
- Develop strong relationships with colleagues from other hockey nations to aid appropriate competition opportunities and links for performance.
- Work closely with Team Managers and Head Coaches to ensure successful implementation of performance programmes.





MAIN DUTIES

Key areas

- Support the integration of all Hoci Cymru policies into Performance programmes including areas of governance such as safeguarding, eligibility, HR, financial policy and as defined by the Performance Director in line with our organisational strategy.
- Plan, forecast and maintain budgets for all squad activity and in line with our financial policy and to ensure most effective use of resources.
- Preparing periodical financial reports as required by the Performance Director.
- Handle programme logistics for our Performance squads and work alongside our designated travel partners and Sport Wales in securing the most effective solutions.
- Play a key administrative part in the planning, creation and delivery of a strategic multi-year calendar of competitive and development opportunities for our Performance squads alongside the Performance Director, Pathway Manager and core team staff and ensure this is aligned to the Hoci Cymru Strategy.





PERSON SPECIFICATION

YOUR EXPERIENCE AND KNOWLEDGE

- Financial and logistical eye for detail - Good working understanding on budgeting and finance and administrative logistics to support the work required and performed to a high skill level and with a consistently effective process.
- Team Working – Work co-operatively and productively with others 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.
- Independent working - Self motivated and driven and be able to independently manage your time and workload to get tasks completed in good time and to a high standard.
- Approachable and flexible – Be able to adapt to an ever-changing live situation. Show empathy for other people and can support others.

YOUR QUALITIES

- A team player.
- Integrity, honesty & respect.
- Ability to work independently under pressure.
- Loyalty, committed.
- Organised, with a flair for planning and detail.



HOW TO APPLY

To apply:

- Submit a CV and supporting letter outlining how you meet the role criteria to katie.glynn@hockeywales.org.uk
- Submit equality monitoring information <https://forms.office.com/e/H5wki99TRE>
- For further information on the role please contact Katie Glynn, Performance Director at katie.glynn@hockeywales.org.uk



Closing Date

Friday 11th September

Hoci Cymru
Sport Wales National Centre
Cardiff
CF11 9SW

www.hockeywales.org.uk info@hockeywales.org.uk

Facebook - @Hoci Cymru
Twitter - @HockeyWales
Instagram - @hoci_cymru

Hoci Cymru is an equal opportunity employer and is committed to delivering our Equity Policies. We positively encourage and welcome applications from every community.

Hoci Cymru kindly thanks Sport Wales and GB Hockey for their continued support for hockey in Wales.