

Applications are invited for the post of Single System Administrator working to support the IOM JDC & JAC to deliver the England Hockey Board Player pathway –
The Single System

IOM Manx Hockey Association

Single System Administrator

ESTABLISHMENT: Manx Hockey Association

POST TITLE: Single System Administrator

HONORARY PAYMENT: £400

RESPONSIBLE TO: Manx Hockey Association

PURPOSE OF JOB: To organise and administer the delivery of the England Hockey Board Single System Player Pathway in the IOM

MAIN DUTIES

Working with Manx Hockey Association to:

Plan the delivery of the Single System Player Pathway and Junior Competition in line with the England Hockey Board Centralised Calendar

Ensure coaches and teams receive information to prepare for competition in line with the England Hockey Board Centralised Calendar

Advertise the Junior Development Centre to schools and clubs to ensure the widest participation

Liaise with Paul Gould regarding booking the facilities for the Junior Development Centre, Junior Academy Centres and associated competitions

Liaise with the Junior Regional Performance Centre Administrators in Manchester

Liaise with JAC tournament organiser

Ensure arrangements are in place to collect all fees at each of the centres

Compile and maintain the Coaches database including collecting references and sourcing CRB checks

Provide coach and player stats to EHB as required

Maintain coaches register and send on to Development Committee Treasurer for processing

Compile the Junior Development Centre and Junior Academy Centre Player Database and distribute to the coaches, (the ongoing maintenance being the responsibility of the Centre Coaches)

Responsible for arranging Single System kit

Manx Hockey Association will be responsible for:

Reasonable stationary and telephone expenses agreed with the Chair of the Group.

Fees associated with the Safeguarding and Protecting Children refresher training courses

Fees for the renewal of the Enhanced CRB clearance

Apply by letter including a CV to:

Keith Corkill
Performance Director
kcorkill@chamberlainfs.com

Closing Date for applications is Friday 9th September