

COMPETITIONS AND EVENTS MANAGER - SENIOR SPORT

SALARY £22 - 25K FTE

Scottish Hockey, the key delivery agent for the fun, friendly, family sport in Scotland, has an immediate vacancy for a full time Competitions and Events Manager to join the team. With ongoing youth membership growth this role will support the membership with extending their playing opportunities.

Linked to 19-23's strategic direction the role will work with numerous stakeholders in establishing strong relationships to support and align the competition pathway across hockey in Scotland for under 18s.

Considerable evening and weekend work with high degree of flexibility in working the role is open to job share innovative utilisation of the TOIL system and flexibility in hours deployed.

This role would suit someone looking to have autonomy in working and great people skills.

The successful candidate will have values aligned to Scottish Hockey's:

- Working together
- Always improving
- Fairness
- Transparency

Job Purpose

- Deliver a great experience of hockey for members 18 and over.
- Align the playing opportunities across Scotland to the new revised pathway
- Support affiliated districts to build sustainable delivery structures
- Ensure a world class sporting system to support officials and volunteers
- To deliver, manage, administer and promote Scottish Hockey's National Competitions portfolio including Leagues, Cups, (indoor / outdoor), and school competitions
- To manage and deliver a range of events including Senior internationals
- To make proposals to improve competitions and events for players and spectators, and make them more attractive to the media and sponsors

Accountability

- The post will report to and be line-managed by the Head of Domestic Game
- Interaction with key internal & external stakeholders is a primary facet of this post.

Specific Duties

Develop and promote the annual programme to ensure that it meets the demands of the senior game, our clubs and sponsors.

- Engage with membership to provide competitions at all levels at the right time, place, ability and price
- Regularly review competitions in partnership with senior volunteers and staff
- Ongoing engagement with Members, Clubs and Districts to ensure rules are fair, relative and appropriate
- Lead responsibility for implementing competitions rules
- Contribute to reviews of policies, procedures and guidelines as appropriate
- Manage all senior sanctions and appeals
- In partnership with the Competitions manager for youth hockey (and district representatives) create a comprehensive annual National Competition Calendar, which takes into account all Hockey activities in Scotland
- International tournaments
 - Event manager for Senior events
 - Lead on FOP during events
 - Venue requirements and logistics to tournament requirements
 - Review events
- Manage and administer Scottish Hockey's National Senior Competition Portfolio
 - Manage the administration of the Scottish National Leagues, Scottish and District Cup Competitions
 - Produce and manage budgets relating to national competitions and events
 - Apply competition rules
 - Working with key volunteers - manage officials' availability and the appointment system(s)
 - Provide staff support to the Appointments Committee

- Maintain and update the Competition area of Website
- Provide staff support to the Discipline Committee
- Manage fixtures and results systems
- Other events as and when directed by Head of Domestic Game

Other areas of responsibility linked to Competitions and Events:

- Work with the Communications Manager to ensure stakeholders are kept informed
- Profile all competitions through traditional media outlets in advance and prior
- Utilise social media during events
- Service sponsors linked to competitions and events
- Liaise with District competition convenors to ensure harmonisation of competitions
- Liaise with membership staff to ensure player registration
- Maintain knowledge of competition facilities and good relationships with staff
- Undertake special projects from time to time as required

Key Deliverables

Achievement of agreed targets set down within strategic plan:

- Deliver all national competitions and events to plan and within budget
- Consider SH Strategy concepts within competitions planning
- Develop structured links between national and regional competitions

Given the high profile nature of this post, there are many internal and external stakeholders with whom the successful applicant will be expected to build a relationship with. These include, but are not limited to:

CEO, Finance, Head of Performance, Communications Manager, District Representatives, SH Management Committee, Schools/Active Schools, RDMs