



Scottish Hockey

National Team Manager Role Description and Person Specification

Role:	National Team Manager (3): Emerging Girls Scottish Development Programme (SDP) Women and Men
Location:	Various (National Training takes place Glasgow / Edinburgh, some national and/or international travel required)
Start date	1 st April 2026 – 31 August 2026
Contractual Status/Renumeration:	Self Employed - £1000, Plus reasonable expenses
Responsible to:	Pathway Coordinator
Programme dates:	A full schedule of programme dates available upon request

Scottish Hockey is the national governing body for hockey in Scotland, supporting the sport from grassroots to high performance.

This is not a full-time role, and time commitments will vary. These roles are central to supporting national pathway activity.

Purpose: To manage, plan and execute tasks attached to all 'off pitch' activity.

About the role

Team Managers play an essential role in providing the effective operation of the national squad, these positions require individuals who can create a positive team environment. The Team Managers will work closely with the Pathway Coordinator and Head Coaches, as well as other management team staff. The role will require travel within Scotland and across Europe.

Key Responsibilities:

Administration / Logistics

- Key point of contact for all parents / players in National squad for areas such as training, kit, game days and general programme information.
- Maintain accurate and up-to-date records, including attendance and contact details.
- Collate Code of Conducts and Player Individual Development Plans (IDPs) for squad
- Provide administrative and logistical support to the Pathway Coordinator and squad Head Coach as required.
- Manage communications via Pitchero and ensure training sessions and fixtures are uploaded promptly.

Series / Competitions

- Liaise with the Head Coach and Pathway Coordinator to coordinate all relevant logistics before series / competition (international and domestic travel, baggage, accommodation, catering, scheduling, documentation).
- Attend all Competitions / Series as Team Manager and oversee bench management, including substitutions.
- Lead and deliver on all aspects of 'on the ground' team logistics whilst away including internal transport, training times, meal times and arrangements, meeting room bookings, laundry and other tasks.
- Collate player and staff availability, kit requirements, and dietary information for the events.
- Work with the Pathway Coordinator to ensure appropriate kit orders are placed and received on time.

About You

We are looking for individuals who have the following skills and experience:

Essential Skills & Attributes

- Strong communication and organisational skills.
- Proficient IT skills.
- Good collaborator
- Effective problem solver with the ability to remain proactive and adaptable.
- Approachable, supportive, and empathetic when working with players, parents, and staff.

Desirable

- Previous experience as a Team Manager or in a similar coordination role
- Strong interest and commitment to personal development and well-being
- Ability to work with coaching personnel
- Ability to effectively communicate off pitch requirements to relevant stakeholders

How to Apply

To apply, please send a note of interest outlining why you would be suitable for the role, highlighting your relevant experience and the unique qualities you would bring.

Send applications to:

Becky.hague@scottish-hockey.org.uk

For an informal discussion about the role, please contact kelly.fillingham@scottish-hockey.org.uk.

Closing date 17:00hrs Friday 20th March 2026

For further information or an informal
conversation about these roles, please contact
Kelly.fillingham@scottish-hockey.org.uk