

BRAVE Centre Manager Role Description and Person Specification

Role:	BRAVE CENTRE MANAGER – We are looking for an individual to manage BRAVE Centre – Western Thunder
Location:	Various (Centre training in the West and camps/competitions in Edinburgh / Glasgow)
Start date	1 st September 2026 – 31 August 2027
Contractual Status/Renumeration:	Self Employed – Honorarium of £1500 per annum (pro-rated based on available start date), plus reasonable expenses.
Responsible to:	Pathway Coordinator
Programme dates:	BRAVE Game Days (Oct, March, May) BRAVE Cup (August)

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 the BRAVE pathway.

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

About the role

The BRAVE Centre Manager is essential to ensure the effective operation of the BRAVE squad, and it requires an individual who can create a positive team environment. The BRAVE Centre Manager will work closely with the Pathway Coordinator and Centre Lead Coach, as well as other management team staff. While the role is predominantly remote, you will be required to travel within Scotland for BRAVE game days and BRAVE Cup.

Key Responsibilities:

Administration / Logistics

- Key point of contact for all parents / players in BRAVE Centre 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 Player Individual Development Plans (IDPs) for centre squads
- Provide administrative and logistical support to the Pathway Coordinator and Centre Lead Coach as required.
- Manage communications via Pitchero and ensure training sessions and fixtures are uploaded promptly.
- Supporting Scottish Hockey to collect relevant performance data.

BRAVE Game Days

- Collect and manage player availability for all scheduled game days.
- Liaise with the Pathway Coordinator to coordinate all relevant logistics (travel, scheduling, documentation).
- Attend all BRAVE Game Days as Centre Manager and oversee bench management, including substitutions.

BRAVE Cup

- Collate player and staff availability, kit requirements, and dietary information for the event.
- Work with the Pathway Coordinator to ensure appropriate kit orders are placed and received on time.
- Attend the BRAVE Cup as Centre Manager and oversee bench operations and substitutions throughout the event.

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 2nd October 2026