UHC Job Description

Job Title: Hockey Club Manager

Salary: £26,000 to £30,000 DoE (Can be reviewed for the right candidate.)

Directly reports to: Uddingston Cricket & Sports Club Manager / President

Location: Uddingston Hockey Club Castle Avenue Uddingston G71 7HJ

Operating Hours: Full-time, with flexibility required for evenings and weekends (manly Saturdays).

Role Purpose

The Hockey Club Manager will oversee the day-to-day management and administration of Uddingston Hockey Club, supporting the smooth running, development and growth of the club.

The role will act as a key point of contact for players, parents, coaches, volunteers, governing bodies, sponsors and external partners.

Key Responsibilities

Club Operations

- Oversee the day-to-day running of the hockey club.
- Coordinate teams, training, fixtures and club activities.
- Support coaches, team managers and volunteers.
- Manage club procedures, records and administration.

Membership & Teamo

- Manage memberships, registrations and renewals.
- Maintain the club's Teamo platform.
- Manage member communications and enquiries.
- Monitor membership information and outstanding payments.

Fixtures & Facilities

- Coordinate fixtures, pitch bookings and training schedules.
- Liaise with Scottish Hockey, West District and opposition clubs.
- Coordinate match-day requirements.
- Report and coordinate facility and maintenance issues.

Player & Parent Liaison

- Act as a key contact for players and parents.
- Respond to enquiries and assist with resolving issues.

- Support a positive and inclusive club environment.

Commercial & Sponsorship

- Manage existing sponsor relationships.
- Identify new sponsorship and commercial opportunities.
- Support fundraising, events and income-generating activities.

Community & Development

- Support the delivery and growth of youth, community and participation programmes.
- Liaise with schools, Active Schools and community partners.

Communications

- Coordinate club communications, social media and website updates.
- Promote fixtures, events, programmes and club achievements.
- Support Uddy TV and other media activity.

Governance & Compliance

- Liaise with governing bodies and manage relevant registrations.
- Support safeguarding, PVG and club compliance requirements.
- Maintain appropriate club records and documentation.

Person Specification

Essential:

- Strong organisational and administrative skills.
- Excellent communication and interpersonal skills.
- Ability to manage multiple priorities.
- Good IT and digital skills.
- Experience working with members, customers, participants or stakeholders.
- Professional, approachable and proactive.
- Flexibility to work evenings and weekends.

Desirable:

- Experience within hockey or another sporting environment.
- Experience with Teamo or similar platforms.
- Experience in sponsorship, fundraising or community sport.

- Knowledge of Scottish Hockey and West District structures.

Key Objective

To ensure Uddingston Hockey Club operates efficiently, professionally and sustainably, while providing an excellent experience for players, parents, coaches, volunteers and partners and supporting the continued growth of the club.

How to Apply

To apply in confidence or to ask any queries email – uddingstonhc@gmail.com