Combined Job Description & Person Specification

Coach Development Coordinator (Scottish Hockey) / Director of Hockey (University of Strathclyde)

Position Overview

This is a combined, full-time appointment employed by Scottish Hockey, with working time allocated equally between Scottish Hockey coach development activity and the University of Strathclyde hockey programme. Each organisation retains distinct role responsibilities and success measures, supported by shared work planning and operational management.

Employer	Scottish Hockey
Role allocation	0.5 FTE Scottish Hockey / 0.5 FTE University of Strathclyde
Scottish Hockey - Line Manager	Lead Manager – Development
Strathclyde University Line Manager	Head of Sport Development
Employment management	Scottish Hockey
Work planning and performance	Jointly agreed and reviewed by both organisations

Joint Working & Management Arrangements

The postholder will remain a Scottish Hockey employee. Scottish Hockey will retain responsibility for contractual and formal employment matters. The Lead Manager – Development and University of Strathclyde Head of Sport Development will jointly agree work plans, priorities, objectives and arrangements for performance feedback and professional development.

The two organisations will coordinate scheduling and workload to protect the agreed allocation of time, accommodate university fixtures and Scottish Hockey delivery commitments, and resolve competing priorities through discussion between the operational managers

Scottish Hockey – Coach Development Coordinator

Purpose of Role

Coordinate and support the delivery of Scottish Hockey's coach development, coach education and workforce learning programmes. Working collaboratively with the Coach Development Manager, Regional Development Managers, Pathway Manager and wider staff team, the postholder will coordinate learning opportunities, tutor deployment, workforce communications and programme administration across clubs, schools, colleges, universities, districts and performance pathway environments.

Key Areas of Responsibility

Coach Education & Administration

- Coordinate the annual coach education and workforce learning calendar.
- Manage course scheduling, registrations, participant communications and associated administration.
- Support coach accreditation processes and maintain accurate learning records.
- Maintain workforce databases and information to support programme delivery and reporting.

Workforce Engagement & Learning

- Coordinate engagement activities associated with the Scottish Hockey coaching network and other workforce initiatives.
- Actively participate as a member of the **sport**scotland coaching network, supporting communication, knowledge sharing and collaboration with other sports and partner organisations.
- Support communications with coaches, volunteers and delivery partners.
- Coordinate workshops, webinars and workforce learning opportunities.
- Provide administrative and coordination support to the Coach Support Programme.

Tutor (Sport Educator) Workforce Management

- Lead the recruitment, induction, deployment, development and ongoing support of Scottish Hockey's tutor (Sport Educator) workforce.
- Coordinate tutor availability, course allocations and workforce planning to meet coach education delivery requirements.
- Maintain effective communication, feedback and quality assurance processes to support consistent, high-quality delivery.
- Maintain accurate tutor records and monitor workforce capacity, engagement and effectiveness.
- Identify tutor development needs and coordinate relevant training, mentoring and continuing professional development opportunities.

Teacher & School Workforce Development

- Support the delivery and administration of teacher continuing professional development opportunities.
- Coordinate agreed school workforce development activities.
- Support preparation and distribution of learning resources for teachers and schools.
- Work with Regional Development Managers and education partners to support engagement.

Events, Communications & Reporting

- Coordinate coach conferences, workshops and other workforce events.
- Collect monitoring and evaluation information and prepare regular workforce engagement updates.
- Support communication of development opportunities, programme activity and success stories.

Stakeholder Engagement & Partnerships

- Maintain effective working relationships with coaches, tutors, volunteers, clubs, education providers and other delivery partners.
- Coordinate information sharing and practical arrangements with relevant internal teams and external organisations.
- Support engagement with sportscotland and relevant national or international hockey partners where required for agreed programme activity.

Budget Monitoring & Financial Administration

- Support the monitoring and administration of budgets for coach development and workforce programmes.
- Maintain income and expenditure records and assist with budget tracking and forecasts.
- Process and monitor programme expenditure in accordance with Scottish Hockey procedures.
- Collate financial information and evidence to support reporting, funding requirements and decision-making.

Key Working Relationships

Internal: Coach Development Manager; Lead Manager – Development; Regional Development Managers; Pathway Manager; performance pathway, communications and finance colleagues.

External: coaches, tutors and volunteers; clubs and districts; schools, colleges and universities; **sport**scotland; GB/England Hockey, EuroHockey and the International Hockey Federation (FIH), as relevant to agreed activities.

Success Measures

- Effective coordination and delivery of the annual coach education and workforce learning programme.

- Participation and engagement in workforce learning and network activity.
- Positive participant feedback and effective tutor deployment.
- Accurate and timely workforce records, monitoring and reporting.
- Increased teacher and education-sector engagement in development opportunities.

University of Strathclyde – Director of Hockey

Purpose of Role
As part of the partnership with Scottish Hockey, support the development of future Scottish national players and year-on-year progress in BUCS hockey competitions by improving the quality and depth of the University of Strathclyde hockey programme.

Key Areas of Responsibility

Performance Hockey Coaching
- Plan and deliver structured hockey sessions for BUCS performance teams and support other club teams where required.
- Attend and coach BUCS first-team fixtures; where there is no fixture, provide coaching support to another club team.
- Liaise with Scottish Hockey to support a cohesive approach to national player development.
- Conduct individual and group match analysis.
- Work collaboratively with relevant support staff to foster an effective performance environment.

Student-Athlete Recruitment
- Lead the identification and recruitment of talented hockey players by developing relationships with targeted schools, colleges, community clubs and overseas universities, encouraging suitable prospective students to apply to the university.

Coaching Workforce Coordination
- Recruit, develop and mentor coaches and student volunteers supporting the University hockey programme.

Operational Support
- Provide advice and guidance to Hockey Club committee members to support effective club operations.

Participation & Engagement
- Support the Sports Development Coordinator in creating social and recreational hockey participation opportunities.

Advocacy & Data Insights
- Provide regular programme updates to the Head of Sport Development.
- Represent the university, Strathclyde Sport, the Sports Union and the Hockey Club at relevant promotional and fundraising events.

Success Measures
- Number of student-athletes achieving national caps.
- Cumulative BUCS points across university hockey teams.

- Offer-to-acceptance ratio for prospective student-athletes.
- Hockey Club membership and participation levels.

Combined Person Specification
The following criteria apply to the combined appointment and reflect the requirements of both roles.

Essential Knowledge, Skills & Experience

- Experience coaching hockey and supporting player development in a competitive or performance environment.
- Ability to plan, deliver and adapt hockey coaching sessions for individuals and teams.
- Experience coordinating programmes, projects, events or learning activities, including practical administration and communication.
- Experience supporting the development of coaches, volunteers or participants through feedback, mentoring or learning opportunities.
- Understanding of athlete development and positive, inclusive training and learning environments.
- Ability to develop effective working relationships with athletes, students, coaches, volunteers, colleagues and partners.
- Ability to manage competing priorities and balance coaching delivery with programme coordination and administration.
- Ability to use digital tools to maintain records, coordinate activities and prepare clear communications and reports.
- Understanding of safeguarding, wellbeing, equality, diversity and inclusion responsibilities in sport.
- Ability to work collaboratively across two organisations within jointly agreed work plans and priorities.

Desirable Knowledge, Skills & Experience

- Experience coaching in university, BUCS or performance pathway settings.
- Experience supporting coach education, workforce development or formal learning programmes.
- Experience recruiting student-athletes or supporting talent identification.
- Experience working with student committees, university clubs or volunteer-led organisations.
- Knowledge of Scottish Hockey structures, the Scottish sporting landscape and coach education systems.
- Experience supporting the recruitment, induction or mentoring of coaches and volunteers.

Qualifications
Essential: recognised hockey coaching qualification at Level 2 or equivalent. Any acceptance of equivalent practical experience in place of a formal award is subject to agreement between the partner organisations.

Desirable: Level 3 hockey coaching award (or working towards it); relevant degree in sport science, coaching, sport management, physical education or a

related discipline; recognised emergency first aid or basic life support qualification.

Personal Attributes

- Organised, reliable and attentive to detail.
- Collaborative, approachable and supportive.
- Proactive and adaptable, with sound judgement and a practical approach to problem-solving.
- Committed to learning, inclusive practice and continuous improvement.
- Able to motivate and encourage athletes, coaches and colleagues.

Right to Work in the UK: All applicants must have the existing right to work in the UK. If invited to interview or offered a role, you will be asked to provide original proof of your right to work (such as a UK/Irish passport or a valid GOV.UK Right to Work share code) in line with Home Office guidance.

Closing date 5pm on the 30 November.

Interviews to be held in Glasgow (venue tbc) on the 16th December.