



OLD CRANLEIGHAN HOCKEY CLUB

Colts Fixtures Secretary and Communications

Responsible to: Colts Committee

Location: Home based

Hours: 30 – 40 hours per month (principally Aug-Mar)

Salary: £15 - £20 per hour depending on candidate.

Context

OCHC colts is a voluntary organisation providing fun, inspiring and quality hockey training for children aged 5-16. We now have more than 500 members. We first appointed a Colts Administrator in mid 2017 and were fortunate to have someone successfully fill the role for two seasons. They have now stepped down and we are looking to find a suitable replacement.

The Role

This is a part-time flexible, home working arrangement for a suitably qualified and committed individual. We continue to anticipate an average of 10 hours per week peaking at different points in the season. The season runs Sept – March but there is also a need for administrative support in the summer months prior to the start of each season.

Key responsibilities are summarised below but there is an expectation that the appointed individual will undertake all reasonable administrative requests made by the Colts Committee and/or Chairman, and that this may extend to some admin support for the wider OCHC Club and Committee

Key responsibilities:

- General admin
 - First point of contact for most enquiries, managing various Colts email accounts.
 - Supporting committee volunteers in the delivery of their club responsibilities
 - Attend committee meetings, typically no more than one evening per month, and take minutes.
 - Organising and marshalling our active volunteer base.

- Communications
 - Supporting our membership secretary, maintaining a database for comms purposes.
 - Coordinating production of our weekly newsletter (including some content production).
 - Assisting with coaches communications including supporting welfare officer in maintaining up to date records of DBS checks and other coaches details
 - Updating and maintaining the colts handbook – content to be provided by committee.



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- Fixtures co-ordination:
 - Arranging an initial calendar of match fixtures before the season begins, liaising with the OCHC committee and Chairman to confirm the league selections for each teams.
 - Liaising with other hockey clubs and OC Colts teams reps on an ongoing basis to agree dates, locations, team numbers for games and tournaments.
 - Maintaining 'fixtures live', an online portal to manage fixtures and pitch allocations.
 - Managing Colts league and cup entries.

The Individual

Experience in a similar role is preferred but not essential, with the following key skills and characteristics sought:

- Committed and organised, with the ability to flex working hours
- Patience and diplomacy: the ability to work with an ambitious but volunteer based organisation
- Buy in to the club ethos, balancing participation and development for all players and a community environment with the need to challenge the most able of our members
- Role holder understands that they are responsible for any tax and Ni contributions and they are not an employee of OCHC.

Timetable

Please apply in writing to Gavin Adair (gsadair@yahoo.co.uk) with a summary of why you believe you are the right person for this role no later than September 13th, including details of any relevant experience. Interviews of shortlisted candidates to take place by phone from mid September, working towards an appointment before the end of the month. Questions to Gavin by email in the first instance