



# Job Description

## Competition Administrator

<b>Job Title:</b>	Competitions Administrator
<b>Location:</b>	Hybrid – Bisham Abbey National Sports Centre, Buckinghamshire
<b>Salary:</b>	£25,000 pro rata
<b>Contract:</b>	Permanent
<b>Hours:</b>	Part Time (0.5-0.8)
<b>Responsible to:</b>	Competition Operations Manager

### ENGLAND HOCKEY BACKGROUND

England Hockey's mission is to "share the love of hockey and work together to make hockey more visible, relevant and accessible to all". The current focus for the organisation is delivery of its 5 objectives within the 2023-2028 strategic plan which can be found [here](#).

England Hockey is the National Governing Body for the sport of Hockey in England and is responsible for the management and development of the sport from grass roots to elite activities. We:

- Have a membership comprising clubs (750+), counties (42), and Areas (8) that affiliate to it. Approximately 160,000 individuals play in the club system, with an estimated 20,000 playing at university/colleges. C.900,000 children play at school. More than 15,000 coaches, umpires and officials are supported / developed.
- Have an income/expenditure of average £10m p.a. The Chief Executive is directly responsible for the operational budget but the Board, chaired by the Non-Executive Chair, approves the annual plan and budget.
- Employ 75 staff and contract with approximately 50 part time consultants mostly in the performance and coaching area. Circa 50 volunteers work at national level to run the sport, with thousands more running the great bulk of grass roots hockey.
- Are currently the 'nominated country' on behalf of Great Britain Hockey to qualify and prepare the Great Britain squads for the Olympics.
- On the international stage, England Hockey annually host a number of matches in the FIH Hockey Pro League, involving teams throughout the world from the men's and women's games – delivering in front of sellout crowds at Lee Valley Hockey and Tennis Centre. Matches usually take place in June every year.

### ROLE SUMMARY

The Competition Administrator will support the delivery of England Hockey League and the Competition Team. The role provides essential administrative, operational and



communication support to ensure Competitions runs smoothly and delivered to a high standard to provide a positive experience for players, teams, officials and stakeholders.

This role works closely with the Competitions Operations Manager, Sport Team colleagues and other internal teams.

## **KEY TASKS AND RESPONSIBILITIES**

Assist with administration primarily of the delivery of the England Hockey League and other Competitions as required, to a high standard and quality of customer experience to include.

- Coordinate the effective day-to-day administration of competitions.
- Manage competition entries, fixtures, schedules, and results, ensuring accuracy and timely delivery.
- Build and maintain positive relationships with clubs, teams, officials, venues, and key stakeholders.
- Maintain accurate records, databases, and competition documentation.
- Respond to enquiries in a professional and timely manner, delivering a high standard of customer service.
- Support reporting, financial administration, and data management activities as required.
- Ensure competitions operate in accordance with competition regulations.
- Support the management of player registrations through GMS, including the accurate recording of international player visa status and NOC certificates.
- Produce NOC certificates for UK players competing overseas in line with governing body requirements.
- Support the Sport Manager in the planning and delivery of Team Services, Officials, and Umpire operations for the EuroHockey Championships 2027.
- Undertake additional tasks and projects to support the wider Competitions & Events team as required.

## **PERSON SPECIFICATION**

Our teams are focused on delivery for the good of the sport and work collaboratively across the organisation. We are also a values-based organisation with a strong ethos to work with integrity and nurture an environment of inclusion. Any individual joining us would need to demonstrate that this culture would be one they could thrive within and help us make it even stronger.

- Collaborate inclusively
- Care for people and places
- Play with spirit, win with grace
- Resilient in everything we do

## **EXPERIENCE**

- Experience of providing excellent administration support across various workstreams
- An understanding of and interest in the England Hockey League or sporting competitions
- Experience of working effectively and communicating with different groups of people (voluntary sector would be an advantage)
- Experience of working with CRM and/or, online management systems



- Demonstrable experience of supporting budgeting and financial procedures
- Excellent IT knowledge - comfortable with Outlook, MS Teams, PowerPoint, Word, Excel.
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### SKILLS AND ABILITIES

- Effective and accurate communication skills, both written and verbal
- Excellent personal organisation skills - ability to prioritise own workload and balance conflicting demands
- Ability to map processes and skilled at working with logic and online systems
- A team player with the ability to work from own initiative
- Strong customer service skills with a propensity to look for opportunities to enhance the customer experience
- Meticulous attention to detail with a logical process-driven approach to delivery, taking pride in quality and accuracy.
- Ability to work well as part of the team, whilst also working individually and remotely.
- High energy, enthusiastic, positive and confident with customer-focus
- The willingness and ability to work unsociable hours on occasion

This job description is not intended to be regarded as inclusive or exhaustive and will be amended in the light of the changing needs of the organisation. All employees will be expected to support our major events.

To Apply:	Please submit your CV (maximum 2 pages) with a one page covering letter by email to: Head of People, <a href="mailto:careers@englandhockey.co.uk">careers@englandhockey.co.uk</a> clearly identifying how your skills and experience are relevant to the requirements outlined in the job description.  England Hockey is committed to Equality, Diversity and Inclusion and building a diverse community. We welcome applications from suitably qualified and eligible candidates regardless of their protected characteristics. We would be pleased if you could also complete the Equality Monitoring Form – please use the following link: <a href="https://www.surveymonkey.co.uk/r/EDIMon">https://www.surveymonkey.co.uk/r/EDIMon</a>
<b>Closing Date:</b>	Sunday 12 <sup>th</sup> July 2026
<b>Interview Date:</b>	21 <sup>st</sup> July 2026