

Role Descriptor

England Masters Teams Programme Manager

Role:	England Masters Teams Programme Manager
Location:	Home based
Responsible To:	Competitions Operations Manager
Contractual Status:	Self-employed
Fixed Fee:	£9,000 paid in equal instalments over a 12-month period (subject to satisfactory fulfilment of requirements) plus approved expenses
Hours:	Approximate weekly commitment will vary; however, flexibility and responsiveness are required to accommodate fluctuations in workload and periods of increased activity.
Start Date:	September 2026

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 £9m 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. The England Hockey Chief Executive, Performance Director and Head Coaches represent Great Britain as well as England Hockey.

Nature and Scope:

The role of the England Masters Programme Manager is to oversee and assist with the work of the England Hockey Masters Age group squads' selection panels; ensure that they are operating to the highest



standards and in line with England Hockey Masters policies; assist teams to fulfil their potential and gain international success.

The following England Hockey Masters Age group squads are currently active

- Men's Over 35s 40s, 45s, 50s, 55s, 60s, 65s, 70s, 75s, 80s Women's Over 35s 40s, 45s, 50s, 55s, 60s, 65s, 70s

The role holder will be required to work from either his/her home and/or office base and have the necessary IT equipment to carry out the role effectively. Attendance at quarterly meetings with EH personnel will also be required.

KEY RESPONSIBILITIES

To oversee and support the work of the England Hockey Masters Age group selection panels, ensuring that they are operating in line with England Hockey Masters policies. This is to include the following:

- Ensure the appropriate management, coaching and medical personnel are appointed to work with squads. This will include the biennial recruitment process. To use an open and fair appointment process that gives all interested individuals an opportunity to apply.
- Annually review EH International Masters' Team Management Appointments, Player Selection Policy & Eligibility policy and recommend any changes for adoption by England Hockey.
- Ensure that an open process shall exist for the selection of all squads in line with the England Hockey Masters selection policy.
- Ensure that the relevant sanctions are obtained for any international activity and, in conjunction with EH Competition Operations Manager, co-ordinate the submission of entry fees and invoicing for World and European Masters events.
- Be the first point of contact with World Hockey Masters for England Masters teams. Disseminate and gather information as required for the selection panels and squad management.
- Ensure squads' programmes are in line with the England Hockey Centralised Calendar.
- Attend quarterly Area Masters committee meetings (online) report and disseminate information as required and ensure squads' management teams are represented at the relevant Area Masters' Tournaments.
- Collate details of squads selected for events and results, reports and imagery to promote the Masters squads on social media and EH website.
- Support Masters squads with relevant liaison, where required, with England Hockey functional areas – umpiring, coaching, technical officiating, medical.
- Work with other nations to schedule the required annual Four Nations International Age Group Tournaments and establish a hosting cycle and on dates to dovetail other relevant Masters' activity.
- Manage any Four Nations or World Cup International Age Group Tournaments that are hosted by England
- Manage any requests in line with hardship policy.
- Liaise with Official kit supplier and retail partner as required.

KEY RELATIONSHIPS

Chairs of Selectors of the individual squads' selection panels, England Hockey Masters Selectors Appointments Panel, Area Masters Committee, England Hockey Competitions Operations Manager, Events Manager and Finance team; World Masters Hockey.

PERSON SPECIFICATION

A commitment to demonstrating the England Hockey values through their behaviour:

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



Experience, Skills and Abilities

- A good knowledge of Hockey and experience of hockey competition administration and management
- Excellent administration experience, including planning and prioritising own time effectively
- Excellent understanding of Masters Hockey competitions format
- Understanding of event environments and athlete needs
- Strong communication, networking and interpersonal skills
- Strategic thinking and sound judgement
- Credibility and influence within the sport
- Sets high standards with excellent attention to detail
- A positive 'can-do' attitude and a commitment to excellence
- Compliance with England Hockey policies and procedures

This role descriptor is not intended to be regarded as inclusive or exhaustive and will be amended in the light of the changing needs of the organisation.

To Apply:	Please submit your CV (maximum 2 pages) with a one page covering letter by email to the Head of People: careers@englandhockey.co.uk clearly identifying how your skills and experience are relevant to the requirements outlined in the job description. We would be pleased if you could also complete the Equality Monitoring Form – please use the following link: https://www.surveymonkey.co.uk/r/EDIMon
Closing Date:	Sunday 21 st June 2026
Interview Date:	Early / Mid July exact date TBC