



ENGLAND HOCKEY

Development Officer (Schools) Job Description

Job Title:	Development Officer
Location:	England Hockey Head Office - Bisham Abbey National Sports Centre <i>Open to flexible arrangements but some travel to the office will be required</i>
Salary:	£24k - £28k per annum (dependent on experience)
Responsible to:	Development Team Manager
Contract:	Full-time / permanent

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 70 staff, and contract with approximately 100 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.

Nature and Scope:

This is a key role within the Development team. The Development Officer (Schools) will be responsible for carrying out project management and delivery tasks across a range of development and participation programmes and campaigns, initially with a focus on hockey in state primary and secondary schools. They will work proactively to support the development, improvement and promotion of our schools related programmes and campaigns, both internally and externally, to help create 'inclusive communities' for hockey.

The primary focus of the role will be to grow hockey within state primary and secondary schools, encouraging the implementation of England Hockey's 'Junior Hockey Framework' to create positive experiences for young people. The role will also support the State School and EDI Fund investment into the School Games network.



There will be a requirement to work with colleagues across all levels of the organisation to ensure that the internal product and programme processes associated with contracts, equipment, marketing and promotional materials, activators, coaches and IT are executed efficiently and effectively.

KEY TASKS AND RESPONSIBILITIES

- Support the team in the development of new campaigns, programmes and initiatives to increase participation in state schools.
- Play a major role in leading and delivering the implementation of the Junior Hockey Framework within state primary schools.
- Support the planning and operational delivery of the State School and EDI Fund investment into the School Games network
- Develop and implement a continual programme of gathering, analysing and embedding insight into the development of the Junior Hockey Framework and the primary and secondary school offer.
- Develop and manage the relationship with key stakeholders involved in school sport – to include Youth Sport Trust, afPE, and Complete PE.
- Administer and promote the sale of England Hockey's participation programme hockey equipment to schools and maintain the relationship with the supplier.
- Assist in the formulation and ongoing management of operational plans and budgets.
- Within defined projects work collaboratively across the directorates to ensure there is a positive and effective relationship between the Development team and the rest of the business.
- Plan and deliver, in conjunction with the Marketing and Communications Departments, programme and campaign specific communications and marketing plans.
- Manage school specific websites / webpages to maximise the customer and operator experience.
- Support the Development Team Manager with external relationships as agreed.
- Any other reasonable management requests.

PERSON SPECIFICATION

We are a values-based organisation with a strong ethos to work with integrity and nurture an environment of inclusion. We are proud to employ enthusiastic, inspirational, and highly skilled individuals who demonstrate through their behaviour the values of England Hockey:

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

Qualifications and Experience

- A degree is desirable but not essential if the candidate can demonstrate experience of success in this type of role and the possession of high levels of numeracy and literacy skills and the intellectual capacity and flexibility to cope with the work involved
- Knowledge and understanding of:
 - sport provision in primary and secondary schools, including the School Games network
 - insight and research
 - operational delivery
 - sports development including volunteer networks, government funding, partnership working, Governing Body structures
 - marketing and communication strategies
- Experience of:
 - building, managing and influencing relationships with budget holders and decision makers
 - supporting the development of operational plans and budgets
 - developing and delivering successful programmes to meet customer needs
 - working within a campaign-based approach
 - project management and meeting set targets
 - budget management
 - developing review processes
 - developing and managing online products and resources
 - writing, publishing and delivering training materials



- working in partnership with public and private sector bodies and external agencies
- Other relevant industry qualifications in other sectors very desirable i.e. sales and marketing, customer service, communications
- Sports coaching / umpiring / management qualifications could be advantageous
- General up to date knowledge of current legislation in sport including child protection, health and safety, and equality, diversity and inclusion
- Full driving licence

- **Skills and Abilities**
- Excellent verbal and written communication skills
- Strong organisation and project management
- High level presentation skills, capable of reaching diverse audiences
- High level facilitation, negotiation and influencing skills
- Excellent IT skills - comfortable with Outlook, MS Teams, PowerPoint, Word, Excel and Sharepoint
- Ability to build trust and confidence with stakeholders
- Ability to think creatively to develop new ways to engage with stakeholders and to get key messages out to market
- Ability to analyse, problem solve and deliver under pressure, managing many priorities simultaneously
- A team player with the ability to work from own initiative
- Enthusiastic with a 'can do attitude' and the ability to inspire, influence and motivate
- Performance driven and intensely customer focused
- A willingness and ability to work unsociable hours
- Full driving licence.

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 (no more than 2 pages) and a one-page covering letter, outlining your unique qualities and why this role is right for you, to the Head of People, by email at careers@englandhockey.co.uk . 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:	31 st May 2026
Interview Date:	10 th June at Bisham Abbey, Marlow, SL7 1RR