# Talent System Administrator

## Job Description

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| **Job Title:** | **Talent System Administrator** |
| **Location:** | **Flexible, with some UK based travel including to England Hockey's headquarters at Bisham Abbey** |
| **Line Management** | **Talent Partnership Manager** |
| **Salary:** | **£24k per annum pro rata** |
| **Hours:** | **Part-time 0.6-0.7 FTE (21-24.5 hours a week) with some flexibility on working pattern**<br>**This is a fixed term role to the end of August 2027** |

The Talent System Administrator is an exciting role which will be critical to the delivery of the England Hockey Talent Strategy as part of an ambitious talent team. The Talent System Administrator will work closely with the Talent Partnership Manager and Talent System Delivery Manager and be responsible for supporting systems and programmes.

The postholder will have a strong interest in talent development and thrive in a fast paced and dynamic working environment. It will suit someone who is comfortable working with IT systems, providing system support and managing/analysing data and confident answering questions and advising stakeholders about the talent system.

**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 145,000 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 £11m 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** 78 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. There is a Great Britain President to chair the Great Britain board which meets three times a year.

**ROLE SUMMARY**

Looking to Brisbane 2032 and beyond, there is an exciting opportunity to support young and talented players more effectively and see more exceptional young players develop across the country.

The Talent System Administrator will provide comprehensive back-office support and administration to the Talent System. Line managed by the Talent Partnership Manager, the role will be focussed on the administration of Talent Academies, Talent Certification (our talent club development quality mark) and the underpinning systems, data, and insight to supporting the delivery of EH led talent development activity.

The role will work with a wide variety of internal and external stakeholders so they will require excellent communication skills who can quickly establish credibility and strong relationships, are adaptable, approachable, and able to balance work in multiple areas concurrently.

**KEY TASKS AND RESPONSIBILITIES**

- Provide administration and co-ordination of Talent Certification.
- Provide administration and co-ordination for the Talent Academy programme including the new England Age Group player assessment processes; the Talent Academy Excel and England Age Group Super Series.
- Develop resources and guidance documents to support the implementation and on-going delivery of the Talent System.
- Act as the central point of contact for the internal and external stakeholders (e.g. Clubs schools, Junior County Hockey administrators for advice about the talent system, dealing with and responding to queries in a timely manner.
- Monitor the relevant mailboxes and ensure the Talent System areas of the website are kept up to date.
- Support various IT systems including the talent system CRM system (Talent Platform) and the Talent Academy/Talent Certification portal.
- Provide essential insight data and analysis for the talent system including longitudinal tracking and ad-hoc data requests/external reporting requirements.
- Manage the administration and financial processing for England Hockey led Talent Academy provision.
- Work closely with other departments within England Hockey to ensure there is a customer centric approach to Talent System stakeholders and alignment of back-office processes.
- Attend events and meetings as required.
- General administration tasks and projects where appropriate.

**PERSON SPECIFICATION.**

We are a values-based organisation with a strong ethos to work with integrity and nurture an environment of inclusion. We are looking for 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**

- High levels of numeracy and literacy to GSCE level or equivalent and the flexibility to cope with the work involved
- Excellent administration experience, including planning and prioritising own time effectively
- Excellent working knowledge of Microsoft Office 365 including Word, Excel, Outlook, Sharepoint and using AI tools for administrative tasks

- Experience of logistics co-ordination – booking venues, accommodation etc
- Demonstrable experience of supporting budgeting and financial procedures
- An understanding of sport development and working with volunteers
- Experience of using multiple communication platforms
- Understanding of databases including how to interrogate and extract data
- Experience of working with CRM Systems
- Experience of collecting and analysing data to create insight and to evaluate impact of projects and programmes
- Experience of gaining an understanding of customers' needs and delivering excellent customer service
- A track record of constantly looking for ways to do things better

**Skills and abilities**

- Excellent organisational and time management skills with the ability to work under pressure, balancing conflicting demands and meeting tight deadlines
- Ability to prioritise own workload
- High standards with excellent attention to detail
- Excellent analytical capabilities and IT skills
- Excellent problem solving and decision-making skills; knowing when to make decisions and when to refer to others for advice
- Developed inter-personal skills with clear and accurate written and spoken communication skills
- The ability to build effective relationships, maintaining trust and confidence with stakeholders
- A Team member able to work collaboratively with experts and staff at all levels in the organisation
- Excellent awareness of the requirements of safeguarding and protecting young people
- An understanding and commitment to equal opportunities in employment and equality issues.
- An understanding of and commitment to their individual responsibility to comply with Health and Safety Policy and Arrangements.
- A full UK 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.

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| **To Apply:** | Please submit your CV (maximum 2 pages) with a one page covering letter by email to: Head of People: careers@englandhockey.co.uk clearly identifying how your skills and experience are relevant to the requirements outlined in the job description.<br><br>We would also appreciate you completing the optional equality monitoring form https://www.surveymonkey.co.uk/r/EDIMon. |
| **Closing Date:** | 5.00pm Friday 9th November 2026 |
| **Interview Date:** | Thursday 19th November (online) |