



ENGLAND HOCKEY

EuroHockey Championships 2027

Events Officer

Job Description

Job Title:	EuroHockey Championships 2027 (EHC27) – Events Officer
Location:	Flexible, but regular travel to Bisham Abbey NSC and Lee Valley Hockey & Tennis Centre will be required
Salary:	£24k per annum
Responsible to:	Events Manager
Hours:	Full-time
Term:	Fixed Term to September 2027

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](#).

EUROHOCKEY CHAMPIONSHIPS 2027

England has been awarded the hosting rights for the prestigious EuroHockey Championships 2027, This major European event, sanctioned by EuroHockey, will see the finest hockey talent from Europe compete in an unforgettable tournament in Summer 2027.

Lee Valley Hockey and Tennis Centre, located in the iconic Queen Elizabeth Olympic Park, whose purpose-built facilities are designed to meet the highest international standards, will host the group games and quarter finals for the 2027 event.

The semi-finals and finals of the Championships will see the return of Big Stadium Hockey, a pioneering concept transforming sporting stadiums into world-class hockey venues. This innovative approach offers the unique opportunity to bring hockey to larger audiences, with up to 15,000 fans planned for each of the semi-finals and final.

ROLE SUMMARY

The **EuroHockey Championships 2027 Events Officer** will support with the planning and delivery of the EuroHockey and EuroHockey ID Championships in the summer of 2027 as well as supporting other England Hockey Events as required. The Events Team form part of the wider Sport Department in the organisation.

KEY TASKS AND RESPONSIBILITIES

Administration

- Provide first class administrative support for the project team, including project plans, minute taking, updating action trackers and circulating meeting invites
- Working with other staff members as part of the project planning team, ensuring documentation is kept up to date, accurate and to high standard
- Provide administrative support to the Events Team (e.g., updating spreadsheets, preparing documents, registrations, deliverers, maintaining records)
- Communicate effectively with internal teams, venues, suppliers, and stakeholders
- Follow established financial processes and support the Events Manager in reporting and reconciling the event income and expenditure.
- Provide support to client groups such as Officials and Umpire's, Teams, Volunteer 'Hockey Makers' and Hosting.
- Assist with post-event debriefs and feedback collection.

On-Site Event Support

- Assist in the setup and breakdown of events, including equipment, signage, and venue arrangements.
- Act as a point of contact for participants, officials, and spectators during events.
- Support officials and volunteers with event logistics and queries.
- Assist in briefing volunteers and staff on their roles and responsibilities.
- Support risk assessments and ensure health and safety procedures are followed during events.

General

- The role may be required to support the wider England Hockey Event Calendar such as FIH Pro League, Super 6s, England Hockey Championships and Super 6 Finals.
- Support the 'Sport Team' in other duties as requested by line manager or Head of Sport.

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

It is vitally important you have a passion for sport and events and are motivated to work with England Hockey until the conclusion of EuroHockey Championships 2027. The role will require long hours and weekend and public holiday work during events.

Qualifications and Experience:

- Demonstratable experience of working or volunteering in sporting events, or other events, with a commitment to the end-to-end events process (preparation, execution, follow up).
- Some experience of working with a range of stakeholders and volunteers.
- Excellent IT knowledge - comfortable with Outlook, MS Teams, SharePoint, PowerPoint, Word, Excel.
- Experience of gaining an understanding of customers' needs, problem solving and delivering excellent customer service
- A track record of constantly looking for ways to do things better

Desirable:

- Some experience in delivering, playing in or planning hockey is advantageous.
- Experience with major international sporting events or tournaments.

Skills and Abilities:

- High energy, enthusiastic, positive and confident with customer-focus
- A can-do attitude and a proactive approach to problem solving
- Organised and efficient with strong administration, project management and planning skills
- Ability to work at pace and manage multiple projects simultaneously, achieving goals and objectives
- Meticulous attention to detail with a logical process-driven approach to delivery, taking pride in quality and accuracy
- Ability to work cross-functionally with clear and accurate written and spoken communication skills
- A keenness and ability to build and harness relationships with external stakeholders
- Resilience in overcoming challenges and commitment to deliver in adverse situations
- Ability to work well as part of the team, whilst also working individually and remotely
- A willingness and ability to work unsociable hours
- Full driving licence with access to a car

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:	<p>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 and the unique qualities you will bring to the role.</p> <p>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</p>
Closing Date:	Friday 18 July 2025
Interview Date:	Tuesday 29 th / Wednesday 30 th July