

Junior Administrator Role



Purpose

East Hockey is looking for an experienced administrator to assist in supporting our Junior Chair with – among other things - the day-to-day administration of the Junior Club leagues and inter-county competitions. Confidentiality, excellent organisational skills and accuracy are important qualifications for this position, as well as being able to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, reliable and committed to consistently meeting deadlines. The successful candidate will require high levels of flexibility in how this role is delivered.

Key Tasks of the Role

- ❖ Work with the Chair of the Committee and complete any admin tasks as required.
- ❖ Organise and circulate fixtures for U12, U14, U16, U18 Club Leagues and coordinate result recording
- ❖ Deal with any queries relating to the Junior Club League
- ❖ Organise East In2Hockey Finals weekend
- ❖ Organise Junior County Competitions involving all East Counties
- ❖ Attend the East Area Junior Competitions Committee meetings and take notes/actions, circulating them in good time following the meeting.
- ❖ Attend relevant national Junior Competitions Meetings on behalf of East
- ❖ Attend any other meetings as required by the Chair/Board and take notes
- ❖ Keep an action tracker, following up on actions as and when required.
- ❖ Circulate notes/actions in good time following the meeting.
- ❖ To support the Chair in arranging junior club meetings to discuss leagues, county and schools competitions.
- ❖ To arrange medals/trophies for all competitions.
- ❖ To ensure good news stories are fed back to the Chair/Board so they can be shared on social media.
- ❖ Any other reasonable management requests

Is this Role for you?

The ideal candidate will have excellent administration experience and a good working knowledge of Microsoft Office including word and excel. High standards with excellent attention to detail, demonstrating capability in terms of numeracy and literacy including planning and prioritising your own workload to meet deadlines. The candidate needs to be a team player, with the ability to build effective relationships, maintaining trust and confidence, working with a variety of members and committees. Strong customer service skills with a propensity to look for opportunities to enhance customer experience and a proven track record of constantly looking for ways to do things better. Willingness to work unsociable hours. Previous experience of volunteering in a club competition environment would be beneficial. It will be desirable for candidates to have completed (or be willing to complete) the EH Safeguarding Young People in Hockey – basic awareness training. The successful candidate will be aged 18+ and may need to complete a DBS check, if not one in place already through hockey.

Remuneration

Self-employed basis - £2500 per annum.

The services to be provided can be undertaken flexibly subject to being completed as required. These will be paid monthly at a rate of £208.33 pm to be reimbursed on submission of an invoice from the postholder for the administration services.

The appointment is for an initial period of 12 months (i.e. covering the 2025/26 hockey season), after which it will be reviewed to ensure the provision of services at the set rate remains mutually satisfactory.