

# Area Support Manager

## Job Description

<b>Job Title:</b>	Area Support Manager
<b>Location:</b>	Hybrid - Bisham Abbey National Sports Centre, Buckinghamshire
<b>Salary:</b>	£32,000 - £38,000 (dependent on experience)
<b>Contract:</b>	Permanent
<b>Responsible to:</b>	Head of Sport

### 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. There is a Great Britain President to chair the Great Britain board which meets three times a year.

### Nature and Scope:

The Areas Support Manager will work closely with the Head of Sport to ensure that Areas and Counties are working effectively to deliver in line with their purpose.

Support the development of local strategies and plans in line with the England Hockey Strategy and ensure that feedback from local organisations helps to shape England Hockey plans.

The role will manage regular online networking sessions to support the Areas & Counties on a variety of topics and attend Area Directors Meeting as required.



The role will ensure that the governance of Areas and Counties is effective and regularly kept up to date.

## **KEY TASKS AND RESPONSIBILITIES**

- The Areas Support Manager will support the Head of Sport to ensure that Areas & Counties understand their obligations within the governance structure of England Hockey and fulfil their purposes to the best of their capabilities.
- Work closely with Area Directors to develop Area strategies aligned to the EH strategy and support these to be delivered effectively by providing advice and guidance as required.
- The postholder will be expected to work with other departments (such as EDI, Legal, Marcomms, Talent) in England Hockey to resolve issues and identify improvements in the way that England Hockey supports Areas & Counties and vice versa.
- Work with the Head of Sport to ensure that the revised EH governance structure is effective and that the necessary committees function effectively with good governance and strong planning processes in place.
- Provide regular content for communications to Areas & Counties via a range of methods to ensure that leaders in these organisations are kept up to date.
- Lead and facilitate forums and workshops for Areas & County personnel to ensure that best practice is shared, and feedback is received.
- Regularly attend Area meetings and Committee meetings; which may involve evening and weekend meetings.
- Deliver annually agreed targets/ objectives and regularly report against agreed targets.
- Any other reasonable management request, for example support the wider Sport Team with key Events if required.

## **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**

- 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.
- Extensive proven experience of supporting and motivating volunteers.
- Experience of building, managing and influencing relationships with decision makers.
- A good knowledge of sport development and National Governing Bodies or similar.
- An excellent understanding of governance in sport, including committee structures and policy implementation.
- Strong understanding of process design and project management.
- Experience of managing change and generating support and buy in for change.
- General up to date knowledge of current legislation in sport including child protection, health and safety and equality, diversity and inclusion.



## Skills and Abilities

- Outstanding interpersonal skills with a track record of delivering through people.
- Active listening skills with the ability to manage conflict and seek solutions to problems.
- Excellent influencing and persuasion skills.
- Ability to build trust and confidence with stakeholders quickly.
- High level facilitation, project management, influencing and negotiation skills.
- Ability to communicate accurately and clearly in written and verbal communications, including online presentations.
- Effective consultation and decision-making skills
- The ability to deliver successfully and calmly in high pressure environments.
- A team player with the ability to work from own initiative.
- Excellent IT skills including Office 365, Outlook, PowerPoint, Teams and SharePoint.
- The willingness and ability to work unsociable hours due to regular evening meetings and occasional national travel.
- 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.

<b>To Apply:</b>	Please submit your CV (maximum 2 pages) with a one page covering letter by email to: Michele Townsend, Head of People: <a href="mailto:careers@englandhockey.co.uk">careers@englandhockey.co.uk</a> clearly identifying how your skills and experience are relevant to the requirements outlined in the job description.
<b>Closing Date:</b>	5.00pm Friday 31 <sup>st</sup> January 2025
<b>Interview Date:</b>	Tuesday 11 <sup>th</sup> February - Bisham Abbey NSC, Marlow Bucks, SL7 1RR