



Post Descriptions

EAST LONDON HC

2020-21 Season



Chair

Member of

- Executive Committee
- Operations Committee

Accountable to

- President

Key Skills & Requirements for Role

- Broad network across ELHC and the hockey community
- Understanding of ELHC, including most likely over 5 years' membership
- Leadership presence and influence
- Strong organisation, time management and networking skills
- Ability to chair meetings, prioritise tasks and drive to decisions

Role Responsibilities

- Chair Executive Committee meetings, Operations Committee meetings, AGMs, EGMs and Disciplinary Committees
- Manage Executive Committee and Operations Committee activities
- Lead in the development of the Club, including ensuring long-term strategic plans are in place, succession planning for all positions is available and day-to-day activities are running smoothly
- Support activities of all officers of the Club, offering guidance and mentorship to ensure post holders can perform as effectively as possible
- Liaise with external parties on behalf of the Club
- Conduct networking for the benefit of the Club

Benefits from Performing Role

- Influence over the future direction of the Club
- Experience in leading an organisation with c.500 members
- Overview and understanding of all activities in the Club
- Engagement with members across all levels and abilities in the Club



Post Descriptions

EAST LONDON HC

2020-21 Season



Secretary

Member of

- Executive Committee
- Operations Committee

Accountable to

- Chair

Key Skills & Requirements for Role

- Clear and concise written and verbal communications style
- Strong organisation and time management skills
- Ability to prioritise tasks

Responsibilities

- Arrange Executive Committee meetings, Operations Committee meetings, AGMs, EGMs and Disciplinary Committees
- Minute and distribute minutes of Executive Committee meetings, Operations Committee meetings, AGMs, EGMs and Disciplinary Committees
- Complete the annual England Hockey Affiliation record for the Club
- Assist in the development of the Club, deputising on behalf of the Chair as required
- Co-ordinate all correspondence on behalf of the Club (except where conducted by the Press and Publicity Officer or Communications Officer)
- Maintain the Club policies and documentation, including the Constitution and Post Descriptions
- Work with Treasury to complete an annual review of club insurance
- Conduct the annual club surveys, including
 - Christmas new joiners survey
 - Pre-AGM members survey
- Ensure all members of the Club have been informed of Club policy, including
 - Club Constitution
 - Child Protection Policy
 - Players' Charter
- Ensure the Club website is up-to-date and in working order
- Manage and keep up to date all digital assets, including logos and images
- Support ad-hoc requests and requirements across the Club

Benefits from Performing Role

- Influence over the future direction of the Club
- Experience in supporting an organisation with c.500 members
- Overview and understanding of all activities in the Club
- Demonstrates clear organisation, communication and logistics skills
- Engagement with members across all levels and abilities in the Club



Post Descriptions

EAST LONDON HC

2020-21 Season



Treasurer

Member of

- Executive Committee
- Operations Committee

Accountable to

- Chair

Key Skills & Requirements for Role

- Excellent understanding of finance and accounting (formal qualification desired)
- Have a general understanding of accounting systems and integrations between subscription systems and payment providers
- Highly numerate and systematic, with leadership presence and influence
- Strong organisation and time management skills

Responsibilities

- Hold responsibility for managing and maintaining the Club accounts, together with all other financial matters, including to:
 - Develop and maintain the Club budget and forecast
 - Maintain comprehensive financial records including an audit trail
 - Manage the club financial accounting subscription system
 - Conduct Bank reconciliation and cashbook reconciliations on a regular basis
- Review reconciliations and activities performed by Deputy Treasurers
- Ensure all club expenses are paid on time, including all affiliation fees, pitch invoices, teas etc.
- Evaluate and escalate applications for subscription subsidies
- Ensure correct membership categories are applied to members in clubbuzz
- Regularly review GoCardless customers and ensure members are categorised appropriately in clubbuzz for direct debit purposes.
- Report on the Club's financial performance at the AGM
- Pay annual insurance for Club and work with Club Secretary and Chair to ensure appropriate cover is maintained
- Address all other ad-hoc accounting or financial queries
- Work with Social and Tours to ensure attendees have paid the appropriate amounts and exposure to the club is minimised.
- Ensure all Captains have an understanding of:
 - Match types appropriate for creating new match events
 - Filing match records and updating player records
 - How the subscription system and classification works for chasing members
 - How the matches are charged to direct debit members on clubbuzz

Benefits from Performing Role

- Supports career development of existing accountants looking to widen their experience
- Demonstrate ability to run a small / start up sized entity
- Demonstrates ability to manage financial accounts including an online subscription system for an organisation with c.500 members
- Influence over the future direction of the Club
- Overview and understanding of all activities in the Club
- Demonstrates clear organisation, communication and logistics skills



Post Descriptions

EAST LONDON HC

2020-21 Season



Hockey Development Officer

Member of

- Executive Committee
- Playing Committee

Accountable to

- Chair

Key Skills & Requirements for Role

- Broad network across ELHC and the hockey community
- Understanding of ELHC, including mostly like over 3 years' membership
- Leadership presence and influence
- Strong organisation, decision making and time management
- Ability to chair meetings, prioritise tasks and drive to decisions
- Broad understanding of hockey formats and participation trends and drivers

Role Responsibilities

- Chair Playing Committee meetings
- Accountability of effective oversight and delivery of alternative hockey formats, including mixed, indoor, summer social hockey, hockey Hangout and other non-league adult hockey activities
- Ensure the Club has adequate provision of hockey formats to meet the demands of the membership
- Investigate and develop new formats of hockey as opportunities and demand allows
- Present the club development status and plan at the AGM

Benefits from Performing Role

- Influence over the future direction of the Club
- Experience in leading an organisation with c.500 members
- Overview and understanding of all playing activities in the Club
- Engagement with members across all levels and abilities in the Club
- Supports career aspirations in sports development or similar area



Post Descriptions

EAST LONDON HC

2020-21 Season



Men's Club Captain

Member of

- Executive Committee
- Playing Committee

Accountable to

- Chair

Key Skills & Requirements for Role

- Broad network across ELHC and the hockey community
- Understanding of ELHC, including most likely over 3 years' membership
- Leadership presence and influence
- Strong organisation, decision making and time management
- Ability to chair meetings, prioritise tasks and drive to decisions
- Likely to have previously held the role of a team captain in the club

Responsibilities

- Minute and distribute minutes of Playing Committee meetings (shared with Ladies Club Captain)
- Oversee weekly team-level management of mens side of the club, including training, match selections, player movements between teams and match-day issues
- Manage new-joiner process for male Club members, ensuring they receive all the necessary information and are connected with the correct people
- Input into coaching allocation to mens teams
- Ownership of new member applications and transitioning into teams
- Be available for male members to discuss issues within the Club
- Advise, assist and counsel male members, confidentially if required
- Support, guide and oversee captains in their team selections, management and administration, stepping in where this is required to address issues
- Notify the Welfare Officer & League Liaison Officer of any changes in captaincy
- Represent views of mens teams, captains and members at the Executive Committee and Playing Committee
- Bring forward to the Executive Committee issues relating to the welfare of the Club and its players, of his own initiative or as raised with him by members

Benefits from Performing Role

- Experience in day-to-day management of organisation with c.500 members
- Overview and understanding of all activities in the Club
- Engagement with members across all levels and abilities in the Club
- Support the enjoyment and well-being of male club members
- Helping successfully develop and grow the mens teams



Post Descriptions

EAST LONDON HC

2020-21 Season



Ladies' Club Captain

Member of

- Executive Committee
- Playing Committee

Accountable to

- Chair

Key Skills & Requirements for Role

- Broad network across ELHC and the hockey community
- Understanding of ELHC, including most likely over 3 years' membership
- Leadership presence and influence
- Strong organisation, decision making and time management
- Ability to chair meetings, prioritise tasks and drive to decisions
- Likely to have previously held the role of a team captain in the club

Responsibilities

- Minute and distribute minutes of Playing Committee meetings (shared with Mens Club Captain)
- Oversee weekly team-level management of ladies side of the club, including training, match selections, player movements between teams and match-day issues
- Manage new-joiner process for female Club members, ensuring they receive all the necessary information and are connected with the correct people
- Input into coaching allocation to ladies teams
- Ownership of new member applications and transitioning into teams
- Be available for female members to discuss issues within the Club
- Advise, assist and counsel female members, confidentially if required
- Support, guide and oversee captains in their team selections, management and administration, stepping in where this is required to address issues
- Notify the Welfare Officer & League Liaison Officer of any changes in captaincy
- Represent views of ladies teams, captains and members at the Executive Committee and Playing Committee
- Bring forward to the Executive Committee issues relating to the welfare of the Club and its players, of her own initiative or as raised with him by members

Benefits from Performing Role

- Experience in day-to-day management of organisation with c.500 members
- Overview and understanding of all activities in the Club
- Engagement with members across all levels and abilities in the Club
- Support the enjoyment and well-being of female club members
- Helping successfully develop and grow the ladies teams



Post Descriptions

EAST LONDON HC

2020-21 Season



Youth Development Officer

Member of

- Executive Committee
- Youth Committee

Accountable to

- Chair

Key Skills & Requirements for Role

- Level 1 or higher coaching qualification strongly desirable
- Broad network across ELHC and the local community
- Leadership presence and influence
- Broad communication style to enable interactions with club members, parents and youth
- Strong organisation, decision making and time management
- Ability to chair meetings, prioritise tasks and drive to decisions
- Must be DBS checked

Responsibilities

- Chair Youth Committee meetings
- Manage Youth Committee
- Co-ordinate the recruitment and development of children and young people within the Club
- Act as the first point of contact with schools, parents, carers and youth members
- Develop opportunities for young players to train and play hockey within and for the Club and, with the approval of the Executive Committee, as hockey players outside the Club
- Work together with coaches to ensure appropriate provision of development coaching for youth members

Benefits from Performing Role

- Oversight of the direction of the Club's youth policy and activity provision
- Engagement with youth members and parents in the Club
- Demonstrates organisation, commitment and confidence placed in the individual
- Supports career aspirations in roles involving working with children or young adults



Post Descriptions

EAST LONDON HC

2020-21 Season



Assistant Hockey Development Officer

Member of

- Playing Committee

Accountable to

- Hockey Development Officer

Key Skills & Requirements for Role

- Level 1 or higher umpiring qualification strongly desirable
- Introduction to Hockey or higher coaching qualification strongly desirable
- Completed (or be aiming to complete) the England Hockey Umpire Developer's Course
- Clear and concise written and verbal communications style
- Strong logistics, organisational and time management skills

Responsibilities

- Assist and arrange coach and umpire courses and assessments for Club members
- Ensure adequate marketing and promotion of coaching and umpiring courses to Club members
- Ensure adequate guidance, support and development for newly qualified coaches and umpires
- Arrange external (Essex/East Region HUA) coaching to support the continued development of umpires
- Arrange internal and external development support for the continued development of coaches
- Arrange and deliver intra-club coaching of umpires and coaches looking to progress
- Work with the Coach Liaison Officer and Umpire Liaison Officer to ensure Volunteering slots are filled

Benefits from Performing Role

- Establish connections with the wider Essex and East umpiring communities
- Engagement with members across all levels and abilities in the Club
- Demonstrates clear organisation, communication and logistics skills



Post Descriptions

EAST LONDON HC

2020-21 Season



Deputy Club Captain (four posts - two male, two female)

Member of

- Playing Committee, however Deputies are not required to attend meetings unless asked

Accountable to

- Respective Club Captain

Key Skills & Requirements for Role

- Broad network across the Club and the hockey community
- Understanding of the Club, including mostly like over 2 years' membership
- Leadership presence and influence
- Strong organisation, decision making and time management
- Ability to handle personal and sensitive issues with balance and compassion
- Likely to have previously held the role of a team captain in the club

Responsibilities

- Support and deputise for the Club Captain in the delivery of their responsibilities
- Arrange trials at the beginning of the season
- Arrange Club Day during the summer
- Oversee Summer Social Hockey alongside Performance Team members
- Lead on ensuring the player selections policy is effectively considered and applied, including:
 - Guiding and monitoring captains in the selections process
 - Supporting and balancing selections input from coaches
 - Acting as the first escalation point in the case of selections disputes
 - Organisation of the annual club trials
 - Co-ordinate with the other Deputy Club Captain to ensure the selection policy is applied consistently across the club
- Supporting information requests from the Membership, Press & Publicity, Communications Officer and other club officers on the respective side of the club
- Be available for members to discuss issues within the Club

Benefits from Performing Role

- Experience in day-to-day management of organisation with c.500 members
- Engagement with members across all levels and abilities in the Club
- Support the enjoyment and well-being of club members
- Helping successfully develop and grow the club teams



Post Descriptions

EAST LONDON HC

2020-21 Season



Fixture Secretary

Member of

- Playing Committee

Accountable to

- Hockey Development Officer

Key Skills & Requirements for Role

- Clear and concise written and verbal communications style
- Strong organisation and time management skills
- Ability to prioritise tasks

Responsibilities

- Book pitches for league and friendly fixtures across mens, ladies, mixed, youth and indoor, together with training slots
- Liaising as necessary with other clubs using the same pitch to ensure agreement over a fair approach to sharing
- Register club fixture data on the Essex Website, the East Website and Fixtures Live
- Liaise with team captains regarding fixtures, times, dates, venues etc. on a weekly basis
- Liaise with opponents regarding away and home fixtures, times, dates, venues, colour clashes, etc. on a weekly basis
- Send weekly email to captains and opposition of fixture details as per activities above
- Act as a point of contact with pitch providers, particularly for sharing cancellation information in the event of bad weather cancellations
- Act as a point of contact for any away fixture cancellations
- Promptly rearrange any cancelled home fixtures
- Liaise with Treasury on budget and forecast for pitch costs
- Review and approve invoices for pitch costs

Benefits from Performing Role

- Demonstrates clear organisation, communication and logistics skills
- Develop relationship with other clubs and pitch providers
- Engagement with members across all levels and abilities in the Club



Post Descriptions

EAST LONDON HC

2020-21 Season



League Liaison Officer

Member of

- Playing Committee

Accountable to

- Hockey Development Officer

Key Skills & Requirements for Role

- Clear and concise written and verbal communications style
- Strong organisation and time management skills
- Ability to prioritise tasks

Responsibilities

- Act as the point of contact between the Club and leagues
- Enter teams in leagues and tournaments as approved by the Executive Committee
- Register club data on the Essex website, the East website and the Fixtures Live website
- Act as the club disciplinary officer, viz. in cases of red cards or matchday misconduct offences justifying red card, acting as point of contact between player concerned, Club and county disciplinary administrator, keeping all concerned informed of procedures
- For fixtures rearranged during the season, notify the divisional managers and enter details on umpiring spreadsheet
- For knockout ties, enter details on umpiring spreadsheet
- Liaise with Treasury on budget and forecast for league entry fees
- Review and approve invoices for league entry fees

Benefits from Performing Role

- Demonstrates clear organisation, communication and logistics skills
- Develop relationship with other clubs and league representatives
- Engagement with members across all levels and abilities in the Club



Post Descriptions

EAST LONDON HC

2020-21 Season



Umpire Liaison Officer (two posts)

Member of

- Playing Committee

Accountable to

- Hockey Development Officer

Key Skills & Requirements for Role

- Level 1 or higher umpiring qualification strongly desirable
- Clear and concise written and verbal communications style
- Strong logistics, organisational and time management skills

Responsibilities

- Register umpires with Essex Hockey Umpiring Association
- Maintain up-to-date list of umpires on East website
- Liaise with club umpires to provide cover for home and away games
- Liaise with opponents to ensure effective cover of home and away games
- Liaise with County Pool Coordinator and Pool umpires
- Manage the umpire attendance register and ensure weekly changes are recorded appropriately
- Liaise with Treasury to ensure umpires are remunerated accordingly
- Liaise with Treasury on budget and forecast for umpire affiliation fees and umpire remuneration

Benefits from Performing Role

- Establish connections with the wider Essex and East umpiring communities
- Engagement with members across all levels and abilities in the Club
- Demonstrates clear organisation, communication and logistics skills



Post Descriptions

EAST LONDON HC

2020-21 Season



Coach Liaison Officer

Member of

- Playing Committee

Accountable to

- Head Coach

Key Skills & Requirements for Role

- Level 1 or higher coaching qualification strongly desirable
- Clear and concise written and verbal communications style
- Strong logistics, organisational and time management skills

Responsibilities

- Assist and supporting arranging coaching courses and assessments for Club members
- Ensure adequate marketing and promotion of coaching opportunities to Club members
- Ensure all training sessions have the appropriate allocation of coaches
- Ensure matchday coaching provision is planned and delivered to suitable levels
- Manage the coach attendance tracking register and ensure remuneration for the month is costed appropriately, approved by Head Coach and sent across to Treasury for payment processing
- Support the Head Coach with ad hoc activities as required

Benefits from Performing Role

- Establish connections with the wider Essex and East coaching communities
- Engagement with members across all levels and abilities in the Club
- Demonstrates clear organisation, communication and logistics skills



Post Descriptions

EAST LONDON HC

2020-21 Season



Masters Development Officer

Member of

- Playing Committee

Accountable to

- Hockey Development Officer

Key Skills & Requirements for Role

- Clear and concise written and verbal communications style
- Strong organisation and time management skills
- Ability to engage across the club and effectively market opportunities
- Prior experience of Masters hockey highly desirable

Role Responsibilities

- Ensure the Club has the appropriate level of Masters hockey provision
- Support Masters team captains in completing their captaincy responsibilities
- Act as the key point of contact between the Club and the wider Essex, East and England Masters communities
- Promote Masters hockey across the club and other interested parties

Benefits from Performing Role

- Establish connections with the wider Essex, East and England Masters communities
- Engagement with members across all levels and abilities in the Club
- Demonstrates clear organisation, communication and logistics skills



Post Descriptions

EAST LONDON HC

2020-21 Season



Deputy Treasurer (two posts)

Member of

- Operations Committee, however Deputies are not required to attend meetings unless asked

Accountable to

- Treasurer

Key Skills & Requirements for Role

- Excellent understanding of finance and accounting (formal qualifications or training is desirable)
- Highly numerate and systematic
- Leadership presence and influence
- Strong organisation and time management skills

Responsibilities

Assist with the financial administration of the Club as agreed with the Treasurer including, but not limited to:

- Support the recovery and record all revenue due to the Club, including any outstanding fees due from members
- Conduct financial reconciliations for subscriptions, tours and social events
- Escalate issues of overdue payments to the Treasurer and/or Executive Committee in a timely manner
- Timely recording of:
 - Umpiring remuneration credits on clubbuzz to active members
 - Coaching remuneration credits on clubbuzz to active members
- Monitor timely completion of match records and follow up Captains where necessary (including player records and scores)
- Ensure charges are appropriately recorded to member accounts for mixed & indoor matches
- Manage and resolve any member subscription queries
- Ensure all Captains have an understanding of:
 - Match types appropriate for creating new match events
 - Filing match records and updating player records
 - How the subscription system and classification works for chasing members
 - How the matches are charged to direct debit members on clubbuzz

Benefits from Performing Role

- Supports career development of accountants and finance background
- Demonstrates ability to manage financial accounts
- Demonstrate ability to play key roles in the operations of a small / start up sized entity
- Allows practical application of accounting theory and knowledge
- Engagement with members across all levels and abilities in the Club



Post Descriptions

EAST LONDON HC

2020-21 Season



Social Secretary

Member of

- Operations Committee

Accountable to

- Secretary

Key Skills & Requirements for Role

- Clear and concise written and verbal communications style
- Strong organisation and time management skills
- Ability to prioritise tasks
- Ability to engage across the club and create a fun and participative environment at socials

Responsibilities

- Arrange Christmas party and End of Season dinner
- Arrange social events throughout the season as demand dictates
- Ensure effective engagement and communication of social activities with the Club membership
- Liaise with Treasury on budgets for social events, ensure members have paid appropriately for events
- Encourage individual event-level support from club members to assist in the running of events

Benefits from Performing Role

- Influence over the socials ELHC hosts in and how successful they are
- Engagement with members across all levels and abilities in the Club
- Demonstrates clear organisation, communication and logistics skills
- Supports career aspirations in event management or similar area



Post Descriptions

EAST LONDON HC

2020-21 Season



Deputy Social Secretary

Member of

- Operations Committee, however Deputies are not required to attend meetings unless asked

Accountable to

- Social Secretary

Key Skills & Requirements for Role

- Clear and concise written and verbal communications style
- Strong organisation and time management skills
- Ability to prioritise tasks
- Ability to engage across the club and create a fun and participative environment at socials

Responsibilities

- Assist Social Secretary in arranging social events throughout the season, including Christmas Party and End of Season
- Arrange and coordinate teas for all home games, acting as the main point of contact with the clubhouse venue and teas provided
- Arrange teas for league teams and review invoices accordingly, coordinating with Treasury to ensure payment on time
- Review, where appropriate, teas provider to ensure we are receiving value for money

Benefits from Performing Role

- Influence over the socials ELHC hosts in and how successful they are
- Engagement with members across all levels and abilities in the Club
- Demonstrates clear organisation, communication and logistics skills
- Supports career aspirations in event management or similar area



Post Descriptions

EAST LONDON HC

2020-21 Season



Communications Officer

Member of

- Operations Committee

Accountable to

- Secretary

Key Skills & Requirements for Role

- Understanding of social media and digital content
- Clear and engaging written communications style
- Strong organisation and time management skills

Responsibilities

- Coordinate content for and send weekly internal Club newsletter, including information on:
 - Forthcoming fixtures and prior weekend's results summary
 - Forthcoming socials, tours and other club events/information
 - News and information relevant to members
- Plan, write and publish regular updates across social media, including Facebook, Twitter and Instagram to raise awareness of the club and engagement members
- Manage membership authorisations for the Club unofficial Facebook page
- Act as a moderator for all Club social media channels, including the unofficial Facebook page
- Act as act owner and password holder for Club social media accounts, including Facebook, Twitter and Instagram
- Actively look for opportunities to raise awareness of the club through communications such as linking up with England Hockey

Benefits from Performing Role

- Engagement with members across all levels in the Club from captains to coaches, youth volunteers to new joiners.
- Demonstrates clear organisation, communication and logistics skills
- Supports career aspirations in digital content and social media



Post Descriptions

EAST LONDON HC

2020-21 Season



Press and Publicity Officer

Member of

- Operations Committee

Accountable to

- Secretary

Key Skills & Requirements for Role

- Clear and engaging written communications style
- Strong organisation and time management skills
- Experience writing press releases and contacting journalist
- Understanding of PR and media

Responsibilities

- Collate relevant information on team performance and club activities to write press releases and distribute to relevant sources e.g. local news
- Promote the Club and report its activities in the press and elsewhere
- Actively look for opportunities to raise awareness of the club through communications such as linking up with England Hockey

Benefits from Performing Role

- Engagement with members across all levels in the Club and the local journalist community
- Demonstrates clear organisation, communication and logistics skills
- Supports career aspirations in journalism and media



Post Descriptions

EAST LONDON HC

2020-21 Season



Partnerships Officer

Member of

- Operations Committee

Accountable to

- Secretary

Key Skills & Requirements for Role

- Clear and concise written and verbal communications style
- Strong organisation and time management skills
- Understanding of commercial agreements and contracts highly desirable

Responsibilities

- Find, engage and secure appropriate new sponsors for ELHC
- Maintain the relationship with existing ELHC sponsors
- Find, engage, secure and manage appropriate providers of ELHC member benefits
- Work with other committee members to promote member benefits throughout the club
- Investigate and apply for major funding from grant making and funding institutions
- Coordinate and quality assure funding applications by members of the club
- Ensure appropriate rebates are provided to members securing grant funding
- Monitor the use of grant funds received, tracking associated benefits and any required KPIs

Benefits from Performing Role

- Engagement with various local and national commercial
- Demonstrates clear organisation, communication and logistics skills
- Supports career aspirations in commercial or sales organisations and roles



Post Descriptions

EAST LONDON HC

2020-21 Season



Kit Officer

Member of

- Operations Committee

Accountable to

- Secretary

Key Skills & Requirements for Role

- Clear and concise written and verbal communications style, with ability to market effectively
- Strong logistics, organisation and time management skills

Responsibilities

- Maintain an inventory of Club kit, a list of kit required, and a timed and costed plan to buy all kit required
- Supply people with kit numbers and keep record of numbers throughout the club to avoid duplications
- Enable and facilitate the purchase of all Club and members' kit required
- Arrange delivery and distribution of kit
- Maintain relationship with kit supplier, acting as first point of contact
- Ensure the Club has adequate provision of equipment and first aid kit for both matches and training
- Liaise with Treasurer regarding payment of invoices and kit budget
- Support the purchase of kit for ELHC tours as required
- Liaise with Treasury on budget and forecast for Club kit

Benefits from Performing Role

- Engagement with members across all levels and abilities in the Club
- Demonstrates clear organisation, communication and logistics skills
- Supports career aspirations in purchasing or similar area



Post Descriptions

EAST LONDON HC

2020-21 Season



Tour Secretary

Member of

- Operations Committee

Accountable to

- Secretary

Key Skills & Requirements for Role

- Clear and concise written and verbal communications style, with ability to market effectively
- Strong logistics, organisation and time management skills
- Ability to engage across the club and create a fun and participative environment on tour
- Prior attendance of an Untouchables tour highly desirable

Responsibilities

- Organise Club tours under the name of The Untouchables, including team registration, booking accommodation and arranging tour kit
- Ensure effective communications across the Club of tours to engage with all members and maximise levels of participation
- Coordinate via the Treasurer to ensure all members have paid the necessary funds to attend tours
- Whilst on tour as The Untouchables
 - Act as ambassador for the club and ensure ELHC participants behave appropriately
 - Coordinate with tournament organisers to ensure all ELHC participants know logistics
 - Ensure the enjoyment and well-being of all ELHC participants
- Identify, recruit and oversee up to three further supporting role-holders, in non-committee positions to lead or support on delivering specific tours as Deputy Tour Secretaries

Benefits from Performing Role

- Influence over the tours ELHC participates in and how successful they are
- Engagement with members across all levels and abilities in the Club
- Demonstrates clear organisation, communication and logistics skills
- Supports career aspirations in event management or similar area

Note – The officer will be responsible for the tournament the summer after their election, but will support in current role officer in the year of their election



Post Descriptions

EAST LONDON HC

2020-21 Season



Tournament Director

Member of

- Operations Committee (as required)

Accountable to

- Secretary

Key Skills & Requirements for Role

- Clear and concise written and verbal communications style, with ability to market effectively
- Strong logistics, organisation and time management skills
- Ability to engage across the club and create a fun and participative environment on tour
- Prior attendance of an Untouchables tour highly desirable

Role Responsibilities

- Accountability of effective oversight and delivery of the ELHC annual tournament
- Identify, recruit and oversee up to three further supporting role-holders, in non-committee positions to deliver the ELHC Tournament
 - Volunteer Director
 - Participant Director
 - Events Director
- Engage with key external stakeholders, including Lee Valley Hockey & Tennis Centre, to ensure effective delivery
- Provide regular reporting updates to the Executive Committee and Operations Committee
- Engage with Operations Committee members as required to ensure appropriate coordination and support across kit, financial, communications and press & publicity requirements
- Prepare and produce a Tournament budget and liaise with Treasury with regards to invoices
- Liaise with Club Secretary and Treasurer to ensure appropriate insurance cover is in place for tournament

Benefits from Performing Role

- Establish connections with the wider Essex, East, English and international hockey clubs
- Engagement with members across all levels and abilities in the Club
- Demonstrates people management, event planning and event management ability
- Demonstrates clear organisation, communication and logistics skills
- Supports career aspirations in event management or similar area

Note – The officer will be responsible for the tournament the summer after their election, but will support in current role officer in the year of their election