
Cornwall Hockey Association Player Pathway Administrator

Job description

Job title:	Player Pathway Administrator
Location:	Cornwall
Responsible to:	Cornwall Hockey Association
Responsible for:	Ensuring the effective and efficient administration of the Player Pathway including County Junior Teams in Cornwall delivering the Development Centre's (DC) and County Junior Teams training in line with the England Hockey guidance.
Contractual status:	Self-employed
Remuneration:	£2,000 p.a.

Role summary, key responsibilities, main tasks and activities

Planning

- Attend Cornwall Hockey Association meetings and any Player Pathway specific planning meetings for DCs/County Teams and to record and action points raised at PP meetings.
- Attend West Hockey County Junior Teams meetings.
- Liaise with Cornwall Hockey on advertising and appointment for coaches.
- Ensure all coaches have the appropriate DBS, Safeguarding and First Aid qualifications.
- Collate information on dates, venues and times for DCs/County Training
- Booking venues as required, liaising with CHA Schools & Youth Treasurer
- Collate and produce a Coaches Pack and send to the Lead Coach(es)
- Inform all coaches of dates, times, venues, coaching agreements and job responsibilities.

DC administration and communication

- Inform schools and clubs of DC assessment nomination letters, nomination forms and player registration forms.
- Receive and collate nominations for age group assessments.
- Complete/maintain/retain and update England Hockey Player Pathway System.
- Inform coaches of nominations with player register to access to coaching squad on system.
- Reproduce letters and distribute to successful DC players, via online system.
- Ensure CHA website is updated with relevant information.
- Liaise with players and parents.

County Junior Teams administration and communication

- Send relevant information regarding assessment to lead DC Coaches.
- Receive and collate nomination forms from Lead Coaches for County team assessments.
- Organise and manage the County Teams assessment process.
- Confirm assessment details to players.
- Update CHA website with relevant County Teams Assessment Information.
- Collate confirmation of attendance received from players.
- Reproduce letters and distribute to successful players, via online system.
- Successful players names posted on the CHA website.
- Inform coaches of nominations with player register to include contact/medical information.
- Update database with County player details.
- Liaise with West Hockey and Lead Coaches on West County Junior Teams competitions.
- Liaise with and manage nomination process to Talent Academy.
- Liaise with players and parents.

Records and accountability

- Complete/maintain/retain and update the Cornwall PP (player, coach) online system.
- Plan and agree an annual PP budget with Schools & Youth Committee.
- Maintain records of income and expenditure for each centre.
- Maintain an audit of CHA equipment and playing kit.
- Maintain the CHA website regarding PP information.
- Liaise with Cornwall Hockey Welfare Officer, if and when required.

Person specification

Skills and abilities:

- A satisfactory enhanced DBS Disclosure processed by England Hockey (within the last three years)
- Excellent organisational skills.
- Competent computer/IT skills.
- Good understanding of the England Hockey Talent System.
- Ability to:
 - work with young people.
 - work as part of a team.
- Good verbal and written skills.
- Good inter-personal skills.
- The ability to be flexible and be adaptable to perform tasks.