



Canterbury Hockey Association Inc.

Participation & Development Manager – Position Description

Remuneration:

\$40,000-\$45,000, plus use of a company vehicle

Hours of Employment:

Full-time of 40 hours per week, with a requirement to work some evenings and weekends to perform the expected elements of the position, in particular during the winter season.

Period of Employment:

The position is a permanent staff appointment. There will be an initial probationary period of six months.

Reporting:

Reports to the Chief Executive Officer (or in the absence of the CEO, their nominee) on a day-to-day basis with regard to operational matters.

Position Focus:

The Participation & Development Manager is responsible for the leadership, management and delivery of programs and initiatives to increase both the quantity and quality of participation within the sport of hockey in Canterbury. Successful performance of the role will result in an increase in the number of people participating in the sport on a regular basis, in particular in the number of affiliated players, and the provision of quality programs that support skill development of participants at all levels of the sport.

Location:

The Participation & Development Manager will be based in the Canterbury Hockey Association (CHA) offices at Porritt Park, Christchurch. However, successful performance of the role will require regular activities to be conducted off-site.

Functional Relationships:

The Participation & Development Manager will be required to have functional relationships with CHA staff, as well as staff at Hockey New Zealand and in other provincial hockey associations throughout New Zealand. Relationships will need to be developed with primary stakeholders, including staff and representatives of local clubs and schools, coaches, umpires and participants.

Person Specifications:

It is essential that the successful candidate can demonstrate that they:

- Have an understanding of the sport of hockey;
- Are capable of developing, implementing and delivering innovative sport programs;
- Have strong interpersonal skills and can communicate effectively, both verbally and in writing;
- Have relevant tertiary qualifications (management, education, sport) or equivalent experience;
- Have demonstrated high level computer literacy skills in the Microsoft Office suite of programs;
- Are a charismatic individual, capable of inspiring people to engage in hockey; and
- Have commitment, drive and initiative to achieve desired program and organisational outcomes.

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Position Duties

Participation

- Develop, implement and deliver a range of participation initiatives that collectively maximise the potential for annual participation growth within hockey in Canterbury
- Manage processes associated with the delivery of participation initiatives, including relevant human resource and health & safety requirements
- Coordinate processes to facilitate the conversion of individuals engaged in participation initiatives into members of affiliated stakeholders (i.e. clubs)

Education

- Support endeavours to educate and up-skill hockey coaches, umpires and administrators within Canterbury

Development

- Facilitate opportunities for improvement of processes within clubs (and equivalent organisations) that enhance the capacity of clubs to cater for their members (e.g ClubMark)
- Develop, implement and deliver a range of skill development initiatives that enhance the playing ability of athletes, in particular athletes with the potential to achieve representative selection

Representative

- Oversee the CHA representative program, ensuring all policy and process requirements are delivered in a manner that reflects positively on CHA

General

- Actively engage in all initiatives within the CHA Development Program as required to achieve the overall objectives of CHA in this key aspect of operations
- Ensure the achievement of performance targets specified in the Hockey New Zealand Regional Development Program Agreement on an annual basis
- Maintain elements of the CHA website applicable to the CHA Development Program and contribute related information to CHA newsletters (and equivalent) on a regular basis

In Addition

- Undertake any other such duties as deemed necessary from time-to-time to further the strategic or operational objectives of the organisation