

Applications are invited for the post of Single System Administrator working to support the Lancashire South JDCs & JAC to deliver the England Hockey Player pathway –
The Single System

LANCASHIRE HOCKEY SUPERVISORY BODY

Single System Administrator

ESTABLISHMENT: Lancashire Hockey Supervisory Body

POST TITLE: Single System Administrator

HONORARY PAYMENT: £500

RESPONSIBLE TO: Lancashire Hockey Supervisory Body

PURPOSE OF JOB: To organise and administer the delivery of the England Hockey Single System Player Pathway in Lancashire South (covering Southport to Liverpool, Merseyside in general and other areas)

MAIN DUTIES

Working with the Lancashire Hockey Supervisory Body to:

Plan the delivery of the Single System Player Pathway and Junior Competition in line with the England Hockey Centralised Calendar

Ensure coaches and teams receive information to prepare for competition in line with the England Hockey Centralised Calendar

Advertise Junior Development Centres to schools and clubs to ensure the widest participation

Liaise with the pitch providers and booking the facilities for the Junior Development Centres, Junior Academy Centres and associated competitions

Liaise with the Junior Regional Performance Centre Administrators in Manchester

Ensure arrangements are in place to collect all fees at each of the centres

Receive and approve invoices for pitch hire and passing onto the treasurer for payment

Compile and maintain the Coaches database

Receive and approve coaches time sheets and passing onto the treasurer for payment.

Compile the Junior Development Centres, Junior Academy Centre Player Database and distribute to the coaches, (the ongoing maintenance being the responsibility of the Centre Coaches)

The Lancashire Hockey Supervisory Body will be responsible for:

Reasonable stationary and telephone expenses agreed with the Chair of the Group.

Fees associated with the Safeguarding and Protecting Children refresher training courses

Fees for the renewal of the Enhanced CRB clearance

Please apply by completing the application form and emailing this to Phil Capper at jrpccoach@yahoo.com and Linda Carr at lindacarr114@gmail.com

Closing Date for applications Friday 9th August 2013