



POSITION DESCRIPTION

- Job Title:** Hockey Tasmania Development Officer- North
Hockey Tasmania Development Officer- North West
- Reports to:** Chief Executive Officer
- Position:** Two positions permanent part time (20 hours per week)
- Location:** One position servicing Launceston
One position servicing Burnie, Devonport and Smithton
- Salary:** \$18,000 per year each position

Key responsibility:

The Hockey Tasmania Development Officer, working with Hockey Tasmania management and the Hockey Tasmania High Performance Committee, is primarily focussed on the implementation and delivery of hockey development programs and activities in the north and north west of the state.

Responsibilities (participation programs):

- Increase exposure to hockey for new participants by planning and implementing strategies for the delivery of development programs and activities in schools and communities (including Hook in2 Hockey, Active After School Communities or other forms)
- Assist with training, and provide ongoing support to, coaches involved in the delivery of *Hook in2 Hockey (Hin2H)* and *Active After-school Community (AASC)* programs
- Actively promote *Hin2H* to the local school community
- Work with Hockey Tasmania Regional Committees to increase the rate of junior participation in hockey
- Gathering information to increase the understanding of community issues facing hockey
- Managing the maintenance of development equipment related to the role

Responsibilities (development programs and State teams):

- Coordinate the delivery of player development programs and activities including club and school based activities, holiday activities and development squads. This may also include engagement of additional coaching support subject to CEO approval
- Support the Tasmanian Institute of Sport Coaches in coordinating all training opportunities in the north and north west region including state team and squad camps, match practice and mid-week training sessions
- Assist regional administrators with the organisation and conduct of north and north west regional team selections as required
- Coach and/or assist with the coaching of State teams as required
- Organise training camps and sourcing of umpires and players for practice matches if required by state team coaches

Key tasks:

- Maintain records of activities and programs undertaken and provide a written report and review on a monthly basis to the CEO and Operations Manager
- Regularly monitor program outcomes against the Hockey Tasmania Strategic Plan; forward any recommendations to change/ amend the agreed programs and activities, based on identified needs, to the CEO and Operations Manager for communication with the High Performance Committee.
- Attend HT meetings as required
- Maintain a database of players and coaches involved in development programs; regularly monitor and record progress of identified players; provide progress reports to High Performance Committee, as required
- Maintain a database of school contacts and registered participants to assist recruitment into Club hockey

Working relationships:

- The Development Officer reports directly to the Chief Executive Officer (and Operations Manager as delegate) and will be expected to work effectively with the regional competition committees and Hockey Tasmania staff in achieving the overall organisation objectives

Essential qualifications and attributes:

- Excellent organisational and time management skills
- Excellent written and verbal communication skills
- Demonstrated capacity to manage multiple tasks and competing priorities
- A high level of computer skills including Microsoft Word, Excel, e-mail and Internet
- Full Drivers Licence
- Working With Children Check or equivalent
- Hold current HockeyEd Coaching accreditation of at least Beginner Coach level

Desirable qualifications and attributes:

- Knowledge of hockey in the north and north west of Tasmania region would be beneficial but is not essential for the role
- Demonstrated experience in developing key contacts and networks
- Relevant tertiary qualification
- Willingness to travel to develop and support key relationships
- Senior first aid certificate

Working Conditions:

Whilst the hours of work are normally 20 hours per week, working flexible hours will be required on occasions in order to fulfil the responsibilities of the position

Applications:

To apply for this position, please forward a current resume and cover letter stating your suitability for the role and addressing the responsibilities as above to mark@hockeytas.com.au by close of business Wednesday 10th March.

For more information on Hockey Tasmania visit www.hockeytas.org.au