

FUTURE JOBS FUND ASSISTANT DEVELOPMENT OFFICER – JOB DESCRIPTION

Key responsibility

To provide support to the local Active Schools and Sports Development Teams to develop the organisation of and increase participation in Hockey in the area allocated.

Job Role

- Support the organisation and delivery of the following areas of Scottish Hockey activity
 - Organisation and delivery of taster sessions in local primary schools
 - Organisation and delivery of after school clubs for Active Schools, Sport Development or the local Hockey Club.
 - Promotion of the local Hockey Club at local schools.
 - Monitoring participation in hockey
 - Ensuring all child protection procedures are followed

- Other general duties as required

The position will be subject to an Enhanced Disclosure Check.

External Relationships

- Local Authorities Sports Development and Active Schools teams
- Schools
- Parents

Internal Relationships

- Development Manager, Coach Education Development Manager, Development Administrator, Youth Development Officer
- Hockey Development Officers
- Scottish Hockey Clubs and Districts
- Communications and Events Co-ordinator
- Business and Finance Manager
- Other Office Staff

Other

Primary work hours will be from 1pm till 6pm Monday to Friday, although hours outside this will be expected. Occasional work will be required on evening and weekends. The minimum number of hours must be 25 hours per week. A TOIL system will be in operation.

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