

Norfolk Hockey Association

PART-TIME ADMINISTRATOR REQUIRED

AN OPPORTUNITY TO WORK FROM HOME

Norfolk Schools and Youth Hockey Association to appoint an Administrator to help with the running of the Junior Development Centre (JDC), Junior Academy Centre (JAC), School and Club Competitions

Own Computer required and access to the internet

Approximately 1 - 1½ days a week

Start date – as soon as possible, initially until May 2012.

HONORARIUM SUBJECT TO EXPERIENCE AND AGREED WORK

Role Summary

- Sending Out/Emailing Correspondence Regarding Single System to Schools, Clubs & Players
- Receive & Collate Information Regarding Age Group Assessment
- Booking Facilities
- Maintaining Budgets for all Activity
- Completing & maintaining database records.
- Communication with Schools & Youth Committee
- Communication with Managers, Coaches, Parents and England Hockey Board.
- Updating Websites
- Occasional Meetings

Skills and Abilities

- Excellent organisational skills
- Good IT skills including use of emails, internet and, Microsoft Word and Excel
- Ability to:
 - work with young people
 - work as part of a team
 - work on your own
- Good verbal and written skills
- Good inter-personal skills
- The ability to be flexible, and be adaptable to perform tasks

Appointment will be subject to a satisfactory enhanced CRB Disclosure through England Hockey and References

If you are interested please complete the attached application form and return to;

Ali Wardale, Norfolk Schools & Youth Hockey, 7 Priory Close,
Hethersett, Norwich, NR9 3HZ 16th September 2011.