



ENGLISH ICE HOCKEY ASSOCIATION

Limited by Guarantee

Geoff.hemmerman@eiha.co.uk
Mobile: 07966 363949
9th February 2016

General Manager EIHA National Programme - Vacancy

Positions Available:

General Manager EIHA National Programme

The EIHA National Programme has a vacancy for a General Manager of the programme in the forthcoming year 2016/17, applications are invited for the above position the full details of the requirements are attached, in submitting your application.

Please ensure you include a full and up to date CV plus letter of support from either a senior person at club level or senior conference official.

Your application to be submitted by email to Geoff.hemmerman@eiha.co.uk no later than 9am Monday 22nd February 2016.

Applicants who meet the criteria will be short listed and will be invited to interview and attend at their own cost, 5th / 6th March 2016 location to be notified.

Please find all the details you will require to complete your application attached.

Yours sincerely

Geoff Hemmerman

Geoff Hemmerman
EIHA Director



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Job Description

Job Title	General Manager EIHA National Programme
Line Management	EIHA Director Responsible for the EIHA National Team Programme
Responsible to	EIHA Board of Directors
Tenure	Minimum 2 years reviewed annually

Purpose of the Job

- The post holder in partnership with the Head Coach of the EIHA National Programme and the Director responsible for the EIHA National Programme will be required to deliver a documented structure that will take the sport of ice hockey forward ensuring continued development of not only the England U14 U15 and England U14 Girls Team but also the Conference structure. The correct structure will need to ensure that the sport and the organisation moves to a new level. The post holder will be responsible for developing new initiatives/projects within the current structures to improve the experience of players parents and coaches. Short-term goals are to bring coordination and uniformity to the current programme. Supporting the administration processes and procedures required to run an efficient programme.
- Long term will support the EIHA Director Responsible for the EIHA National Programme in bringing an International Tournament to England

Main Duties and Responsibilities

- Provide advice, guidance and oversee all aspects of Management and Administration for the EIHA National Team Programme.
- Provide written reports to the responsible director quarterly
- Attend practices as part of the EIHA National Programme where necessary
- With the Head Coach of the Programme develop key performance indicators that will support the development of team staff and players in the overall programme
- To undertake supervision and guidance of all managers within the EIHA National Programme this will include undertaking an annual review of each team manager
- To support coaches within the EIHA National Programme and Conference
- Establish a can do culture within the programme
- With the Head Coach of the Programme publish Aims and Objectives for the EIHA National Programme ethos



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- With the Head Coach of the Programme Formulate a short term and long term plan for the future of EIHA National Programme
- Emphasise on the development of young athletes in the sport to the highest level
- Ensure all communications to deliver all associated programmes including 'off ice' fitness - nutrition and on ice core fundamentals is shared with all.
- Update the National Programme Team Manager Manual is up to date and shared with team managers in conjunction with the Great Britain staff to be shared with England and Conference Managers
- Assist the Head Coach of the Programme to set up a procedure to monitor and track the development of young athletes within the National Programme
- Work closely with the Head Coach of the Programme, Regional Head Coach/Mentor and Conference Chairs with the aim of organising a general system of play at Conference level to develop players within The EIHA National Programme.
- Ensure all documentation is standardised across all the programme.
- Ensure all team managers are coached and mentored to manage team budgets, produce annual spreadsheets and relevant documentation
- Ensure Team Managers have all relevant documentation in place for travelling overseas.
- Maintain and EIHA Calendar of Events for all England and Conference teams to include all camps / training and tournaments.
- Ensure all overseas tournaments are confirmed, booked and listed in the Calendar of Events
- Update EIHA Director responsible for the EIHA National Programme on a regular basis.

Working Relationships

- EIHA Director responsible for the National Programme
- EIHA Finance Director
- EIHA Education Programme
- Great Britain Team Managers
- ALL parties involved with the development of EIHA trained athletes

Remuneration

- Travel Expenses
- Associated out of pocket etc



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Person Specification

Job Title	General Manager EIHA National Programme
Line Management	Director Responsible for the EIHA National Programme
Responsible to	EIHA Board of Directors

Key Criteria	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • EIHA Manager • Five years of experience under 18 or above as Club Chair/Secretary or other post that requires leadership and management of people. • Three seasons experience at Conference or National Team level. • Able to organise, lead and develop administrative procedures. • Ability to develop and present all facts required by coaches, players and parents. 	<ul style="list-style-type: none"> • Experience in mentoring/supervision of administrators. • Performing monitoring and evaluation • Previous experience as conference official or Great Britain Team Manager
Competence Summary Knowledge, abilities, skills	<ul style="list-style-type: none"> • Be current with knowledge of up to date legislation and procedures. • In depth knowledge of the implications of travelling abroad with minors. • Excellent planning and organisational skills. • Be IT literate in Word – Excel - Powerpoint • The ability to produce easily understandable templates for team staff • Ability to show personal continued and ongoing coach education development. • Produce and manage scheduling of camps and training sessions 	<ul style="list-style-type: none"> • Ability to produce well documented evidence of systems already developed and used. • Carry out risk assessment and thorough planning for travelling and taking part in foreign events.



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Personal Attributes	<ul style="list-style-type: none">• Willingness to drive the programme forward.• Ability to make difficult decisions and stand by them.• Attention to detail.• Seeing problems and issues before they arise.• Ability to motivate• Good communication skills.• Ability to take account of a wide range of views from various stakeholders.• Be able to commit sufficient time to support the programme fully.	