



# ENGLISH ICE HOCKEY ASSOCIATION

## Limited by Guarantee

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15th February 2016

### Team Manager EIHA National Programme - Vacancy

#### Positions Available:

Team Manager EIHA National Programme

The EIHA National Programme has a vacancies for Team Manager's at u14's u15's and u14's girls for the coming year 2016/17, applications are invited for the above positions the full details of the requirements are attached, in submitting your application.

All applicants should identify the position they are applying for in a covering letter.

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](mailto:Geoff.hemmerman@eiha.co.uk) no later than 9am Monday 29th February 2016.

Applicants who meet the criteria will be short listed and will be invited to interview and attend at their own cost, 12<sup>th</sup> 13<sup>th</sup> March 2016 location to be notified (Date subject to change). Where they will be asked to give a short presentation on the way forward for the England u14 u15 and u14 girls and the interaction with conference

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

#### Purpose of the Job

- To support the mission statement and policies and procedures of the EIHA to carry out the organisation of on and off ice training of the members of the EIHA National Programme to comply with his/her identified roles and responsibilities as manager of a team in the EIHA National Programme. To assist the coaching team and with the development of the EIHA National Programme, to administer the teams of the EIHA National Programme and to promote the sport of Ice Hockey for boys and girls within the English Ice Hockey Association.

#### Main Duties and Responsibilities

- To act as team manager to the EIHA National Programme developing the squad, playing standards and support mechanisms to achieve a high standard of performance.
- To review all players progress on a regular with the coaching & management teams, culminating in the attendance and participation in the conference finals and the submission of a yearly player development report.
- To assist in the development of the EIHA National development & recruitment programmes.
- To manage team budget and spreadsheet and produce yearly accounts with relevant documentation
- To liaise closely with the General Manager and Head Coach of the EIHA National Programme with regard to training activities, trips and finance to ensure a co-ordinated and structured annual programme is delivered.
- To undertake and assist with performance analysis of England National squad members.



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- To undertake and assist with the duties of a team manager within the EIHA National Programme as directed by General Manager and Head Coach of the EIHA National Programme
- Any other duties considered appropriate by the Director of England & Head Coaches
- Attend practices as part of the EIHA National Programme where necessary.

### Working Relationships

- General Manager of the EIHA National Programme
- Head Coach of the EIHA National Programme
- 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	Team Manager EIHA National Programme
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Key Criteria	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> <li>• EIHA Manager</li> <li>• Must hold a current and up to date DBS check/number</li> <li>• Must have experience at managing at various age group levels</li> <li>• Must have a letter of recommendation from the applicants club [Chairperson] or Conference Official</li> <li>• Must have up-to-date knowledge of legislation and procedures</li> <li>• Able to organise, lead and develop administrative procedures.</li> <li>• Ability to communicate well with players, coaches, parents, clubs and conference officials</li> </ul>	<ul style="list-style-type: none"> <li>• Experience at Conference level.</li> <li>• Experience in mentoring/supervision of managers.</li> <li>• Performing monitoring and evaluation</li> <li>• Experience as Club Chair/Secretary or other post that requires leadership and management of people.</li> </ul>
Competence Summary Knowledge, abilities, skills	<ul style="list-style-type: none"> <li>• Be current with knowledge of up to date legislation and procedures.</li> <li>• In depth knowledge of the implications of travelling abroad with minors.</li> <li>• Excellent planning and organisational skills.</li> <li>• Be IT literate in Word – Excel - Powerpoint</li> <li>• Ability to show personal continued and ongoing education development.</li> <li>• Produce and manage scheduling of camps and training sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to produce well documented evidence of systems already developed and used.</li> <li>• Carry out risk assessment and thorough planning for travelling and taking part in foreign events.</li> </ul>



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