

Director of Hockey | Hong Kong Football Club

Contract: Fixed term contract for 24 months, with potential to extend for a further 24 months

Hours: Full time

Start Date: August 2024

Job Description

Hong Kong Football Club (“**HKFC**”) and the HKFC Hockey Section (the “**Hockey Section**”) are seeking a talented and proactive Director of Hockey to push forward the club’s vision of growth and success at every level.

The Hockey Section currently has 526 playing members (312 adults, 214 juniors). It fields 14 senior teams in the winter league (7 men’s and 7 women’s) and numerous mixed teams in the summer league, and runs a thriving junior programme from U6s through to U18s.

The Director of Hockey has five pillars of responsibility:

1. Operations and Management;
2. Team and Player Development;
3. Coaching, Coach and Umpire Development;
4. Event Organisation and Promotion of Hockey within the Club; and
5. Representation of the Club and the Hockey Section in the Community,

and reports to the Hockey Section Committee and the Chair of the Hockey Section.

Operations and Management

The Director of Hockey will be the Hockey Section representative within the Club for:

- liaison within the Club, representing the Hockey Section and associated facilities within internal meetings and discussions;
- ensuring the day to day operations of the Hockey Section are maintained including but not exclusively:
 - technical and professional oversight of facilities and equipment; and
 - ensuring health and safety requirements are maintained; and
- managing, overseeing and organizing employed, debentured and volunteer human resources allocated to the Hockey Section.

Team and Player Development

The Director of Hockey will develop (or oversee the development of) the following, with the support of the Hockey Section Committee, other employees and members of the Hockey Section:

- produce and deliver a strategic plan for the short, medium and long-term development of adult and junior hockey (male and female) to ensure we offer a balance of opportunities at all levels of performance;
- improve the performance of the men's and women's sections with a pursuit of excellence by supporting and facilitating recruitment, selection and coaching;
- oversee the team selection pre-season and throughout the season and ensure selection process is in accordance with the Hockey Section bye-laws;
- oversee the junior programme, ensuring a balance of participation and excellence; and
- act as Coach / Player Coach to one of the women's and men's senior sides during the week and at a weekend.

Coaching, Coach and Umpire Development

The Director of Hockey will:

- lead and coordinate the delivery of a coaching plan for the Hockey Section at all levels;
- lead the recruitment and training of coaches across both the junior and adult programmes, ensuring we are attracting and developing the best coaches;
- develop clear responsibilities and reporting guidelines for coaches and teams including employees of the Hockey Section and volunteers;
- support and mentor the Hockey Section's lead coaches in formulating a structured junior programme for the season alongside completed session plans;
- drive coach development, e.g. arrange accredited coach development programmes, run workshops and CPD training events; and
- facilitate the training, development and retention of Hockey Section umpires.

Event Organisation and Promotion of Hockey

The Director of Hockey will co-ordinate and support the HKFC Hockey Section events as agreed by the Hockey Section Committee, including the following annual events:

- Easter 6s Hockey Festival;
- Mini Hockey Festival;
- Summer 6s League;
- tour organisation (including the annual Perth Youth Tour); and
- hockey camps during school holidays (including in partnership with Sportsways).

Representation of the Club and the Hockey Section within the Community

The Director of Hockey will:

- promote the Club and the Hockey Section within the hockey community, including Hockey Hong Kong, China, in conjunction with conveners, Committee members and Hockey Section members;
- create and deliver a community programme, utilising outreach and club based activities, for juniors and adults, that will enhance club links, widen opportunities and increase club membership; and
- represent and support the Hockey Section in its charitable endeavours with the Guv Dillon Fund, including with its flagship fundraising events, sit on any relevant Hockey Section sub-committees and promotion of any such events in the community.

The purpose of this job description is to indicate the general level of duties and responsibility of the post. Some areas of the role may vary from time to time and as a result the expected times of work can vary, often including evening and weekend work. Professional flexibility will be granted to ensure this is possible.

Pre-employment checks will be undertaken, including the SCRC and the CNCC (or equivalents) and reference checks.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Interview

3 – Presentation

Essential Criteria

Area	Criteria	Stage
Experience	Significant experience of strategic planning and direction of a hockey programme, both on and off the pitch	1, 2
	Proven hockey coaching experience (from foundation to performance level), including substantial experience of coaching high-level players and/or talented young players.	1, 2, 3
	Proven experience in the development of long-term coaching programmes.	1, 2

Qualifications	Level 3 Hockey Coaching Qualification or equivalent experience. (or the willingness and ability to achieve within 12 months of starting the role).	1
Training	Willingness to update First Aid and Health & Safety requirements for hockey and work towards more advanced coaching awards and qualifications.	1
Skills and abilities	Proven ability to lead, motivate and empower a multi-disciplinary team to deliver key performance outcomes.	1, 2
	Strong organisational, administration and time management skills.	1, 2
	Proven hockey coaching ability.	1, 2, 3
	Excellent communication skills, both written and oral.	1, 2, 3
	IT skills necessary for report writing, financial analysis (if needed) and general communication, including competency in Microsoft Office, Excel and PowerPoint.	1, 2, 3
Other	Experience and understanding in dealing with national hockey associations and finding solutions to typical hockey club operational challenges.	1, 2
	Flexibility and willingness to work irregular hours as necessary.	1
	Knowledge and understanding of the hockey landscape in Hong Kong.	1, 2

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of participating in high-level club and international hockey.	1, 2
	Previous experience of using Microsoft Office.	1, 2
Qualifications	Sports-related degree or equivalent experience.	1

If you have any questions about the role, please contact Lynsey Edgar, Chair, Hong Kong Football Club Hockey Section (chair@hkfchockey.com). To apply, please send your CV with a supporting covering letter to Lynsey by 17 May 2024. In your covering letter, please highlight what you consider to be the most relevant aspects of your skills, knowledge and experience and what you feel you can bring to the position, to the Club and to the Hockey Section. Please also give an indication of the remuneration expected. Interviews will be held end May / early June 2024.