



Job Description

Job Title:	Tournament and Competitions Officer
Reporting to:	Chief Executive
Hours of work:	Full time – 40 hours per week Flexible working hours, some evening and weekend work is required
Work location:	Wellington

Purpose Management of all hockey competitions and tournaments across the Wellington Hockey region – including open grade, secondary school, masters and summer hockey.

Responsibility for key office administration tasks – including being the key contact person for email and phone communications within Wellington Hockey; record recording and responsibility for Hockey New Zealand reporting requirements.

Key responsibilities

- Competition Management: manage draws and results across the following Wellington Hockey competition categories – open grade, secondary (winter), Hockey 5's and masters (summer)
- Advisory Council Liaison: partner with the following Advisory Councils to ensure Wellington Hockey competitions are managed in the best interests of all participants involved: Open Grade, Masters and the Youth Advisory Council
- Umpire Appointments – oversee the appointment of umpires (both locally and at national tournaments) in conjunction with the Community Hockey Officer and the Umpires Council
- Capital Hockey Administration: be the liaison point at Wellington Hockey for all Capital team Managers (U18, U21 and NHL) and other duties as required
- Representative Teams – work with the Community Hockey team to enter teams into Quadrangular and National Tournaments
- Events administration – work with relevant internal and external personnel to administer and host events (e.g. National Tournaments, Quadrangular tournaments)
- Turf Bookings: manage all turf bookings across the Wellington region (4 venues)
- Other administration
 - Work with the Chief Executive to produce Annual Report, administer the Annual General Meeting and undertake other administrative activities to support the work of the Board (e.g. producing minutes, sending letters, other communications)
 - Manage central filing and record keeping (e.g. reporting registered players to Hockey New Zealand)
 - Work with the Chief Executive and external suppliers to develop, populate and maintain player registration database

- Liaise with internal and external staff to keep the WHA website and Facebook up to date
- Work with the Chair of the Judicial Council to ensure scheduled hearings are well prepared
- Be the key point of contact for emails and phone enquiries
- Liaise with Hockey New Zealand personnel and other Associations as required
- Work with other staff on projects or activities as required

Key Relationships

- Wellington Hockey administrative team
- Wellington Regional Hockey Stadium Trust
- Wairapapa Hockey Association
- Kapiti Hockey Turf Trust
- Hockey New Zealand staff
- CollegeSport Wellington
- Club and school key contacts

Experience and Knowledge

- Ability to network confidently and build effective relationships
- Practical experience in managing and administering competitions and tournaments
- Experience in planning, managing and prioritising multiple and competing tasks, with strong attention to detail
- Good knowledge of system development and project management
- Is committed to working in a customer focussed environment
- Microsoft office proficiency – word, excel and publisher
- An interest in hockey is preferred, although not essential

To apply for this position please send your CV and a covering letter to ceo@wellingtonhockey.org.nz by Friday 22nd September.