

Candidate Information

Position:	Hockey Development Officer (maternity cover)
School/Department:	Queen's Sport
Reference:	26/113562
Closing Date:	Monday 24 August 2026
Salary:	£33,312 - £38,204 per annum
Anticipated Interview Date:	Wednesday 2 September 2026
Duration:	Available until 31 August 2027

JOB PURPOSE:

The post holder is responsible for assisting with the development of Queen's Hockey and Queen's Hockey Academy. These responsibilities include assisting in the delivery of a Hockey Development Plan in partnership with QUB Hockey Clubs, Students' Union, Queen's Sport, Ulster Hockey, Irish Hockey, GB Hockey and Hockey Alumni to include performance, development, participation, administrative and recruitment led activities. Other key aspects of the job will include servicing a network for fundraising, club administration, coaching, and student volunteering, contributing fully to the Sports Development Team within Queen's Sport.

This is a temporary role to cover a period of maternity leave.

MAJOR DUTIES:

1. Organise the delivery of a comprehensive Hockey development plan, which will include the co-ordination of the Queen's Hockey Academy as one of its elements in partnership with the QUB Hockey Clubs, Students' Union, Queen's Sport, Ulster Hockey, Irish Hockey, GB Hockey and Hockey Alumni Group.
2. Working as part of the Queen's Sport team to help develop, co-ordinate and promote the Hockey Academy in line with the Strategy for Sport; OUR GAMEPLAN 2019-2024, which includes co-ordination of Academy events and programmes in partnership with relevant staff.
3. Work alongside the Performance Sport Manager, Participation Sport Manager and Alumni groups to oversee a sustainable coaching network, including Head Coaches to support all Men's and Women's Hockey Teams and assist in the selection and retention process.
4. Assist with the delivery of an engaging Hockey recruitment strategy working in partnership with local schools and clubs, Widening Participation, Domestic and International Recruitment aimed at school leavers and postgraduates in order to attract high achievers in sport and academia.
5. Co-ordinate Hockey training and competition requirements for all Performance and Participation Teams.
6. Assist with the marketing and promotion of all Hockey related activity including the use of relevant web and digital platforms.
7. Co-ordinate the Queen's Hockey Scholarship process and assist with the effective delivery of services to the athletes via the Hockey Academy including student mentoring.
8. Assist with fundraising opportunities for Queen's Sport, Queen's Hockey Academy and Student Hockey Clubs establishing strong links with alumni and external partners to increase levels of sponsorship and donations to the Clubs, Hockey Foundation and Academy.
9. Assist with strengthening the Queen's Hockey Club structures in partnership with the Students' Union, Ulster Hockey, Irish Hockey Staff to identify development opportunities for volunteers including coaching, refereeing etc.
10. Deliver an innovative programme of 'Participation Hockey as part of Active Campus to attract new participants at all levels and create pathways for continued participation within student clubs e.g. social Hockey intra mural competitions, female participation etc.
11. Liaise with the Student's Union Clubs and Societies Co-ordinator and Sports Clubs Development Officer to ensure the Queen's Hockey Clubs adhere to the new Club Development Pathway that promotes areas of best practice including health and safety, governance, etc.

12. Maintain current knowledge of Governing Body and other relevant agencies programmes, policies, guidance and advice e.g. Irish Hockey, GB Hockey, Sport NI, BUCS, SSI etc.

ESSENTIAL CRITERIA:

1. Relevant academic/vocational qualifications at ONC/OND, A Levels, NVQ level 3.
2. Significant sports-related experience in a paid or voluntary capacity, ideally in a range of environments including schools/clubs/community/third level settings.
3. Experience of involvement in sporting club activity within a university or third level sector.
4. Good knowledge of Hockey at schools and third level.
5. Good knowledge of marketing and promotions.
6. An understanding of Long Term Athlete Development (LTAD) and the link with Scholarship athletes at third level education.
7. Understanding the needs of target groups including females and the student population.
8. A sound understanding of Child Protection and Health & Safety principles, policies and procedures.
9. Well-developed IT and Digital Platform skills including WORD, EXCEL, POWERPOINT, WEB, SOCIAL MEDIA.
10. Excellent written and verbal communication/presentation skills.
11. A knowledge of local and regional Hockey structure.
12. Well-developed time management skills including the ability to set and meet deadlines and to prioritise work.
13. Strong communication skills, including demonstrated experience of conveying messages clearly and succinctly
14. Ability to work alone and as part of a team.
15. Ability and willingness to work unsociable hours, including evenings and weekends.
16. Available and willing to undertake training necessary for the post.
17. Current clean UK driving licence and use of a car, or other ability to meet the mobility requirements of the post.

DESIRABLE CRITERIA:

1. University degree at undergraduate or postgraduate level relevant to the main duties of the post.
2. Post related qualification e.g. hold at least a Foundation Level Hockey Coaching Qualification.
3. Experience of working effectively with Governing Bodies, schools, clubs and other community organisations.
4. Experience in business planning and knowledge of external funding / sponsorship.
5. Experience in co-ordinating resources including staff.
6. Highly motivated and have proven track record in sports development and delivery of programmes.

ADDITIONAL INFORMATION:

Informal Enquiries to David Boal: d.boal@qub.ac.uk