



Job Title:	Umpiring Appointments Coordinator - EHL Conference Divisions
Location:	Home based
Responsible to:	Outdoor Performance Committee
Contractual status:	Self-employed
Bursary:	£3,500. Paid in 12 equal monthly instalments
Hours:	Approximately 6 hours per week during the season, plus an additional 8 days when bulk appointments need to be made
Start Date:	August 2022

ROLE SUMMARY

The role of the Umpiring Appointments Coordinator is, using the England Hockey (EH) Officiating Management System (OMS), to make appointments to the competitions listed below. This work will be undertaken in close consultation with the EH Outdoor Performance Committee (OPC), within the NPUA, alongside the Appointments Coordinator for Premier & Division 1, and a fellow Appointments Coordinator for the Conference divisions.

The role holder will be required to work from home and have the necessary IT equipment to carry out the role effectively.

COMPETITIONS

- a. Men's England Hockey League – Conference Divisions (x4)
- b. Women's England Hockey League – Conference Divisions (x4)
- c. Any other competitions as agreed by England Hockey / NPUA

KEY RESPONSIBILITIES

- 1. To ensure that the relevant number of umpires are appointed to each event and entered into OMS, in line with the strategy set by NPUA.
- 2. To make any changes required to appointments following initial publication.
- 3. To maintain the active umpires' register and ensure that the colleagues' personal details are kept up to date in association with fellow Umpire Appointments Administrators.
- 4. When required, to assist colleague with Appointment Administration for other competitions as requested by England Hockey and / or NPUA.
- 5. To attend a minimum of 2 meetings per year (usually held virtually) as requested by the EH Outdoor Performance Committee.
- 6. To work to deadlines, budgets and selection criteria as agreed with NPUA and England Hockey.
- 7. To ensure that appropriate deadlines for availability are set.

KEY RELATIONSHIPS

Chair of the EH Outdoor Performance Committee, Members of the EH Outdoor Performance Committee, Premier & Division 1 Appointments Coordinator, Conference Divisions Appointments Administrator, England Hockey Officiating Relationship Manager, England Hockey Competitions Manager; Area Appointments Coordinators (x8), NPUA Umpires; EH OMS Webmaster, NPUA OMS Webmaster

PERSON SPECIFICATION

The Umpiring Appointments Coordinator - EHL Premier & Division 1 must demonstrate integrity and focus through their behaviour.

REQUIRED KNOWLEDGE AND EXPERIENCE

- Recent experience as a Hockey Umpiring Association appointed Umpire or Umpire Support
- Experience of officiating at a suitable level
- Excellent knowledge of the requirements and demands of umpiring
- Experience of budget management
- Experience of appointing officials to Competitions and/or Tournaments

ADDITIONAL QUALITIES AND SKILLS

- Outstanding communicator with excellent interpersonal skills
- Ability to use IT resources effectively
- Champion of officiating and its role in the development of the sport
- Highly motivated and enthusiastic
- Ability to develop and maintain effective relationships
- Demonstrable commitment to the England Hockey equality policies and values

To Apply:	Please submit your CV (maximum 2 sides), with a one-page covering letter, by e-mail to chair@npua.co.uk , clearly identifying how your skills and experience are relevant to the requirements outlined in this job description.
Closing Date:	Sunday 10 July 2022
Initial Interview to Be Completed By:	Members of the NPUA Executive