



LOWER GREAT SOUTHERN HOCKEY ASSOCIATION INC

Programmes Officer – Job Description

Position Title	Programmes Officer
Location	Albany
Date Prepared	March 2023

Position Summary

Description	<ul style="list-style-type: none"> • Lead, manage, promote and develop the game of hockey in the Lower Great Southern region. • To prepare and update competition fixtures and umpiring throughout hockey season. • Liaise with on field members (coaches, players etc) and provide conduit to committee for any official feedback regarding planned competitions. • Position not locked to this role and task, willingness to help and support with other committee needs.
Responsible to	Vice President
Associated Functions	Marketing & Promotions, Membership & Development
Positions under Supervision	Senior Umpiring Coordinator and Junior Umpire Panel Coordinator
Role Duration	12 months; planned that incumbents sit for period of three terms
Time Commitment	~ < 2 hours/week over year; although high workload Feb – Apr
Employment Status	Volunteer
Constitutional functions	Nil

Key Responsibilities

Operations	<ul style="list-style-type: none"> • Prepare competition fixtures to fairly allocate games within divisions via use of fixturing sub-committee chaired by Programmes Officer (sub-committee not required, but may prove helpful) • Prepare competition umpiring's with assistance from Umpires Co-Ordinator
Facilitation	<ul style="list-style-type: none"> • Liaises with LGSHA Development Officer and COA on scheduling and bookings
Administration	<ul style="list-style-type: none"> • <u>Operations</u>: Maintains up-to-date schedule of games, preferably on Excel spreadsheet; uploads to LGSHA website or seeks out relevant committee member for assistance to do so. • <u>Reporting</u>: Presents draft competition fixtures at latest to April board meeting; advises board on scheduling issues. • <u>Strategy</u>: Participate in strategic planning sessions, particularly around competition structure and scheduling.



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Key Deliverables

Priority 1	Preparation of balanced competition fixtures and umpiring's
Priority 2	Work with clubs/other associations to schedule marquee games throughout season

Qualifications, skills, attributes

Essential Criteria	<ul style="list-style-type: none">• Ability to juggle multiple, competing agendas, resolve problems and disputes.• Experience with spreadsheet software such as Excel
Desirable Criteria	<ul style="list-style-type: none">• Experience with preparing competition fixtures• Experience with sport fixturing software