



Hook in4 Health Programme Manager

Position Description

TITLE OF POSITION	Hook in4 Health Programme Manager (H in4 H PM)
FEDERATION	Oceania Hockey Federation (OHF)
REPORTS TO	Chief Executive Officer
PURPOSE OF THE ROLE	
<p>The Hook in4 Health Programme Manager is responsible for managing stakeholders, partners, staff, resources, and the monitoring and reporting of activity relating to the Hook in4 Health programme delivery.</p>	
KEY RESPONSIBILITIES	
<p>Administration on behalf of the OHF which includes, but is not limited to:</p> <ul style="list-style-type: none"> ● Liaise with CEO regarding budget and monitoring spend against budget ● Manage and update all Hook in4 Health Resources ● Development of operational plans, policies and procedures. ● Promote the program through website, social media, folktale, newsletters <p>National Federation and Stakeholder Relationship and Capability Building</p> <ul style="list-style-type: none"> ● Managing the connecting Partners and the National Federations running Hook in4 Health programmes ● Positive relationship with Team Up and specialist staff and consultants ● Manage Hook in4 Health staff including recruitment, appointments, development activity, performance processes, codes of conduct and uniform. ● Development of Train the Trainer plans, in consultation with lead Partners <p>Monitoring and Reporting</p> <ul style="list-style-type: none"> ● Review and evaluate the program and make appropriate improvements ● Complete Hin4H monthly reports and complete Team Up 6-monthly reporting ● Board reporting and meeting <p>Events and Training Activities</p> <ul style="list-style-type: none"> ● Conduct training camps, training activities and coaching courses as required ● Assist with the running of tournaments, events and FIH qualifiers <p>General</p> <ul style="list-style-type: none"> ● Any other duties, as agreed and required by the CEO from time to time. 	

CAPABILITIES - PROFESSIONAL

- Experience in social media, website and database management
- Proven understanding of relationship building and is committed to working in a customer focused environment.
- Presentation skills
- Some knowledge or experience in the sport of Hockey, or similar is desirable
- Computer literacy

KEY RELATIONSHIPS

- OHF President, CEO and Board Members
- NF Executive Committees
- OHF and NF Development Officers
- Hook in4 Health - NA Executive Committees, Partners, Staff and Volunteers
- ONOC, OSFO OSEP, National Olympic Committees- NOCs

CAPABILITIES - PERSONAL

- Able to work individually and as part of a team
- Excellent organisational, time management and people skills
- Excellent oral and written communication skills
- Honest, high standards of integrity and personal commitment to excellence
- Decision making skills
- Passion for sport
- Passion for health, well-being and development

HOURS OF EMPLOYMENT

Part time role. Given the seasonal nature of hockey, hours may vary depending on the time of year. Some evening and weekend work will be required where necessary to perform the expected elements of the role. Some travel will be required domestically and through the Pacific from time to time.