Role Description

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| **Organisation:** | England Ice Hockey (EIH) |
| **Post Title:** | Administrator, Central Services (Full Time) |
| **Job Purpose:** | Responsible for administering and executing a range of key central functions, processes and development initiatives to support the day to day running of the EIH. Working with the Chief Operating and Development Officer to ensure that all functional tasks are completed for the maintenance and growth of the organisation. |
| **Responsible for:** | N/A |
| **Responsible to:** | Chief Operating and Development Officer |
| **Location:** | EIH Head Office, Sheffield, with up to two days per week optional from home |
| **Salary:** | £21,000 - £25,000 per annum DOE, plus benefits |

The Role

This role will support the delivery of day-to-day tasks to ensure that core functions of the operational and development side of organisation are delivered consistently. The role holder will support the Chief Operating and Development Officer in ensuring that all systems and processes are administered effectively in line with organisation policies.

They will work with key stakeholders to ensure that services are delivered effectively across Corporate Administration, Finance, People, Projects and day-to-day operations, so provide an excellent experience when interacting with the organisation.

Key Responsibilities

* Support the operation of the organization through the administration of a range of systems and processes.
* Administer and support the development of operational plans
* Provide timely and accurate reports to internal and external stakeholders
* Administer a HRIS and Risk Mgmt. systems and monitor appropriate controls including onboarding of all staff from employees, volunteers etc.
* Support the development and review of all operational policies, procedures, rules, strategic initiatives.
* Manage documentation and data in line with company policy
* Support the teams, functions and staff in the execution and developing of key development events for the sport.
* To maintain relationships with a wide range of stakeholders.
* To attend meetings as required and provide organisational and administrative services to such meetings as required.
* To field and direct enquiries by email, phone and in person appropriately
* To utilise systems of the association and provide feedback to support their continuing improvement.
* Provide effective office administration to support existing systems and processes ensuring that tasks as carried out efficiently and meet user expectations.
* Any other duties consistent with the level and nature of the post as may be required.

The role holder is expected to keep up to date with developments in their area, to undertake development activities and contribute ideas towards improvement of operations in their section, and the resultant services.

Working Relationships

To develop and maintain effective and co-operative working relationships:

* With members of the organisation and affiliated organisations including, but not exclusive to, EIH, SIH, Sport England and Ice Hockey UK.
* Dealing with day-to-day enquiries from external agencies that may contact the organisation through the central office.
* With all relevant internal and external parties including suppliers and consultants.

Additional Information

Applications will close at **10am on Thursday 29th August 2024**.

The role involves working with stakeholders across the UK and subsequently flexibility is key in the success of both the role and the organisation.

In the course of working for the organisation, individuals may have access to personal or confidential information which must not be disclosed or made available to any other person unless in the performance of duties relating to the post holder’s role or with specific permission from the Board.

This job description reflects the core activities of the role and as the organisation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognises this and adopts a flexible approach to work and be willing to participate in training.

Post holders are expected to adhere to the organisations health and safety guidelines in carrying out their work in addition to policies associated to the safeguarding of our young people and other appropriate policies and guidance.

**How to apply**

To apply, please send your CV and a one page covering letter detailing your relevant experience for the role to recruitment@englandicehockey.com