

WE ARE HIRING SOMEONE AMAZING, IS THAT YOU?

Education & Development Coordinator -

The European Hockey Federation (EHF) is the governing body for all hockey, indoor and outdoor in Europe, representing over 40 Member National Associations.

This position is an outstanding opportunity to join a growing, passionate and optimistic organisation. We are looking for an enthusiastic, forward-thinking individual with an eye for detail and desire for developing education and building the professional workforce across Europe. Using their passion and knowledge to inspire, bring together and empower the millions within the hockey family across our European membership.

The EHF Institute is the arm of the organisation that delivers all educational output for the EHF to expand development and education for member National Associations at all levels of the game.

The aim to develop a world class educational framework. Enhancing more sharing of knowledge through teaching, mentoring and facilitating the ideal programmes and environments for the correct audience. More information can be found through eurohockey.org

- Contract: Full Time (Includes evening and weekend hours and on average 5-7 days travel to member National Associations per month, when COVID protocols allow safe travel.)
- Wage: Starting at €25k rising to €30k Euros per annum depending on annual performance reviews (+ bonus, based on key performance indicators)
- Location: Head Office in Brussels is preferable though home-based options within Europe are available subject to certain conditions being agreed.
- Department: This role will sit within the Development Team and report to Head of National Associations (Development, Education, Governance, Funding)

Main responsibilities will be:

- To lead the coordination and growth of the EHF Institute and the four strategic pillars of delivery (Coaches, Officials, Athletes, Governance).
- To create recognised accredited national workforces to delivery education programmes for member National Associations; enabling and encouraging growth in delivery.
- Be pro-active in implementing modern systems and tools to deliver programmes which enhances accessibility to learning.
- Lead on key external relationships for Education and Workforce including the EHF member National Associations, the FIH Academy and other important stakeholders.
- Develop the workforce recruitment and continual professional development training, whilst coordinating the deployment of the workforce across Europe.
- To have regular contact with EHF member National Associations to maximise the sharing of opportunities and the resolution of any issues.
- To deliver a financially sustainable EHF Institute year on year, through thorough management of your annual budgets and action plans.
- To act as a member of and fully support the EHF Coaching Committee, EHF Officials Committee, EHF Development Committee

- To work together with the communications department to ensure that the EHF Institute has maximum exposure across all EHF channels.

The successful candidate should have:

- A thirst for knowledge and personal growth.
- Outstanding knowledge of developing workforce and education in sport.
- Excellent attention to detail and ability to meet strict deadlines.
- The ability to think strategically and innovatively.
- Capacity to multi-task and work on different projects at the same time.
- A pro-active and service-orientated attitude.
- Good knowledge in the field of sport.
- Experience of managing projects, producing and implementing programmes.
- Great personal relationship skills.
- Superb ability to communicate with all stakeholders and the confidence to present.
- Magnificent IT skills! (Microsoft Excel, PowerPoint, Word as a minimum)
- Knowledge in the field of Hockey and the administration of the game, is a good to have.
- Must be fluent in English; oral and written. Other language(s) an advantage.

What we offer

- Attractive salary (25-30k Euros per annum).
- Annual remuneration, payment based on personal and company performance.
- Progression and promotion available within department, subject to performance.
- We enable flexible working hours.
- Open, modern and friendly working environment with a strong supportive culture.
- Informal and relaxed dress codes.
- Regular travel to EHF member National Associations.
- Head Office in Brussels, flexible home working conditions available subject to approval.
- Be part of a growing organisation.

How to apply

To apply for the role please send the following documents in English to info@eurohockey.org

1. Your CV in PDF format (no longer than two pages)
2. Your Cover Letter in PDF format (no longer than two pages)

Application deadline: Friday 2nd July 2021, 12:00 CET

Interview 1 dates: 15th & 16th July 2021.

Interview 2 dates: 21st July 2021.

Start date: September 2021.

We are looking forward to receiving your application.

The European Hockey Federation is an equal opportunities employer and welcome applications from all suitably qualified persons, regardless of their race, gender, disability, religion/belief, sexual orientation or age.