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**Needed ASAP:**

**ADMINISTRATIVE ASSISTANT TO PLAYER PATHWAY ADMINISTRATOR**

**JOB DESCRIPTION**

Administrative Assistant working with the Player Pathway Administrator to enable the smooth running of the Development Centre and Academy Centre cycles which start in May each year.

**Tasks**

* Booking pitches for each cycle for Avon Juniors hockey development.
* Development Centre:
  + Booking pitches for U14/U15 Development Centres in both Bristol and Bath.
  + 4 sessions per centre in May and June on Friday nights. Checking school holidays as sessions should not run during half terms.
* Academy Centre:
  + Booking pitches for U14 Academy Centre in Bath and U14/U15/U16/U17 Academy

Centres in Bristol

* + First Half of Academy Centre - 4 sessions per centre from September to November on Friday nights. Checking school holidays as sessions should not run during half terms.
  + Second Half of Academy Centre – 4 sessions per centre from January/February to March/April. Checking school holidays as sessions should not run during half terms.
  + Liaising with other counties to arrange fixtures on set dates agreed by all the counties.
* Updating advert to coaches to be sent out In December for a closing date of February 1st.
  + Sending out advert to all clubs, schools and separate emails to U16 and U17 AC players to see if any one wishes to learn to be a coach
  + Liaising with appointed coaches.
  + Informing Welfare Officer as to when any new DBS checks need to be completed.

**PLAYER PATHWAY ADMINISTRATOR FOR AVON**

To enable Avon Juniors to continue as a successful area in hockey development, a new

**Player Pathway Administrator** is required.

The position is paid but sub-contracted. Ideally you should have an interest in hockey, be organised and wish to contribute to the smooth running of our area and the success of our talented young players.

If you are interested in applying please use this link:

<https://forms.office.com/r/eD1mGfbJp9>