



Cairns Hockey Association

Trainee Officer

Position Description

Administrative duties and to promote, develop and grow all aspects of hockey within the Cairns region by creating strong relationships with member clubs, schools and other stakeholders to assist in growing participation at a grass roots level.

Reports To:	Office Manager
Responsibility	Task
Role and Responsibilities	<p>Key responsibilities:</p> <ul style="list-style-type: none"> ➤ Capacity to manage administrative duties within the office such as phones, filing and game services. ➤ Management of Uniforms. ➤ Plan and work with staff to assist the delivery of grass roots hockey focusing on junior recruitment. ➤ Work within schools to build relationships and deliver introductory hockey programs, gala days and potential recruitment opportunities under the direction of development/performance manager. ➤ Deliver Come and Try Hockey sessions for new players under the guidance of the Development/Performance Manager. ➤ Work closely with Hockey Performance and Game Manager to assist in the running of the Junior Competitions. ➤ Undertake 3 hours of study weekly during work time in chosen traineeship study program

Your Skills, Experience and Behaviours:

To be successful in this role, you will need to demonstrate to us the following skills, knowledge and/or behaviours:

Skills	<p>Essential:</p> <ul style="list-style-type: none"> ➤ Ability to positively influence events with receiving direct instructions whilst remaining in the limits of defined accountabilities. ➤ Excellent written and verbal communications. ➤ High level of computer literacy – Microsoft Office and publishing applications. ➤ Ability to organise and prioritise a course of action for self and to accomplish goals. ➤ Ability to clearly convey information and ideas through a variety of media. ➤ Ensuring stakeholders and clients are always properly serviced. ➤ Ability to prioritise and make carefully weighted decisions and take actions based on the information available, taking situational constraints into account. ➤ Ability to recognise a problem, identify possible causes, generate alternative solutions, and select the most appropriate course of action considering all factors. ➤ Attention to detail.
Experience & Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> ➤ A good understanding of hockey. ➤ Year 12 High School Certificate. ➤ Ability to lead and interact confidently with groups of participants. ➤ Demonstrative ability to innovate. ➤ Able to work after normal business hours and on weekends. ➤ Understanding of participation pathways in community sport.
Licences & Certificates	<p>Essential:</p> <ul style="list-style-type: none"> ➤ Current driver's license. ➤ Current Positive Notice blue card – working with Children Check.
Behaviour	<p>Essential:</p> <ul style="list-style-type: none"> ➤ A high degree of drive, self-motivation, self-discipline and able to work autonomously. ➤ Willingness to contribute to the team and to work effectively and cooperatively with other team members to achieve organisational goals. ➤ Must be honest and ethical. ➤ A professional and positive attitude and commitment to promote our sport. ➤ A desire to lead by example with attendance, respect, reliability, trust, and personal presentation. ➤ A 'can do' attitude towards new tasks and getting results. ➤ Professional approach to work in both behaviour and language. ➤ A proactive approach to identifying ways to better our member's experiences.

Please note, the role requires working out of office hours, including some night and weekend work.