



Facilities Coordinator

Background:

The International Hockey Federation (FIH) is the world governing body for hockey, recognised by the International Olympic Committee (IOC). Founded in 1924, FIH today has 127 member National Associations and is responsible for the biggest hockey events in the world including the much anticipated Hockey World Cup and the illustrious Champions Trophy.

Role:

Reporting to the FIH Sport & Development Director while working off-site (travel to the FIH offices in Lausanne, Switzerland, on an agreed basis), the Facilities Coordinator will support National Associations (NAs) and their clubs in making informed decisions with regard to securing facility provision e.g. pitches, lights, watering systems, stadium design, etc. The FIH is looking for someone who is knowledgeable within this field as well as an excellent communicator who can quickly establish credibility and strong relationships across a wide and complex network of stakeholders both within the sport and externally.

Role Priorities:

1. Create strong enforceable guidelines (with appropriate timelines) for each tier (level) of FIH global events for NAs and clubs who are bidding to host (continental events would be slotted into the appropriate tier/level).
2. Develop additional guidelines for grass roots facilities which are not planning or able to host international tournaments of any level. These guidelines to provide a safe environment for players to play in with an appropriate performance specification.
3. All the levels of guidelines would form a library of material that can be made available through the FIH Academy and should include facility business planning to support facilities in their budgeting, funding opportunities, long term sustainability and maintenance.
4. Target NAs that have the capability of putting in a place a person (professional or volunteer) to take on this role in their country. Encourage larger NAs to have a regional network of facility personnel (most likely volunteers).
5. Develop a system for the collection of data on facilities.
6. The Facilities Co-ordinator will work with a range of NAs, clubs, facility providers, funders' national, and regional governing agencies to effectively and efficiently support the growth of the game.

Key Responsibilities:

1. Design, clear and coherent facility standards for NAs and their clubs.
2. Lead and manage the dissemination of technical facility guidance, good practice and standards to NAs and their clubs.
3. Be the point of contact for all facility related enquiries by NAs, CFs and their affiliate clubs.



4. Manage any specialist consultants and working groups who are undertaking work on clubs and facilities.
5. Lead on and leverage external partner relationships at a national level with both public and private sector organisations to influence the delivery of club facilities.
6. Develop and manage the monitoring and evaluation of any capital awards made by the FIH.
7. Attend relevant meetings and symposia on behalf of FIH.
8. Ensure up-to-date information is provided on the website and through other communication channels.

Qualifications & Experience Required:

- Must have hands-on experience in the construction of sports facilities
- Desirable to have some experience of managing a facility
- QS background would be an advantage
- Knowledge of Hockey an advantage but not essential if knowledge of other team sports (e.g. rugby, football etc.)
- Experience of securing, managing and influencing relationships with budget holders and decision makers
- Experience of successful people and performance leadership and management
- Good knowledge of strategic facility planning and development
- Experience and knowledge of grants' management
- Experience of working with NGBs and their voluntary and professional sports clubs
- Up-to-date and sound working knowledge of Microsoft Office software packages including Word, Excel, PowerPoint and email
- General up-to-date knowledge of current health and safety legislation in sport

Skills & Abilities:

- Effective project manager, who can demonstrate evidence of successful delivery, managing workload and ensuring deadlines are met
- Strong leadership and influencing skills
- A proven track record of effective people management skills
- Good facilitation and negotiation attributes working with a wide range of partners, both paid and volunteers
- The ability to deliver successfully and calmly
- Be a team player with the ability to work from own initiative
- Demonstrate excellent personal organisation - ability to prioritise own workload and balance conflicting demands
- Demonstrable ability to communicate effectively and accurately in written and verbal communications
- A persuasive presenter with the ability to present to a wide range of audiences
- Excellent attention to detail

Apply:

If you think you are the right person for this role, please send your CV with a cover letter to lesley.neri@fih.ch by **19th May 2014**