

SUMMARY OF SERVICE REQUIREMENTS

- As Head of Girls' Pathway at Inverleith HC you will be an inspirational leader in charge of organising challenging and inclusive hockey activities for up to 60 girls aged from 13 to 17, in the U16s teams and their transition from youth to senior section teams. This is a program planning and people management role, which includes on-pitch coaching.
- Drop-off from participation in sport is at the highest rate for girls in this age group, so it is essential that you understand what motivates different young players. You will be committed to a player-centric management style, focused on enjoyment and retention of all players in this group.
- You will be responsible for designing session plans in advance, managing delivery by assistant coaches (or deliver yourself) of twice weekly hockey activity, including training, matches, tours, leadership opportunities for two competitive U16 girls' squads and up to two senior section teams containing a number of U18 girls, each with different playing objectives and player profiles.
- You will manage assistant coaches (who may be volunteers or paid coaches) to deliver your plan, and work closely with volunteers who will help you with administration and communication with the players and their parents.
- You will identify players who have potential to play in the senior section or be recommended to district squads. You will manage player progression in a sensitive way to balance player needs against those of the team and others in the club.

SKILLS AND EXPERIENCE

- Minimum Level 2 hockey coach or completed GB Hockey's Coach Course, or Level 2 coach in another sport or a qualified teacher (required)
- Experience of designing, delivering and monitoring a whole-season hockey program for multiple teams (desired)
- At least 2 years' experience of delivering 90 minute training sessions to groups of up to 30 youth players that involve and motivate players of different abilities and attitudes. (required)
- Played competitive club hockey as an adult to at least regional league level (required)
- Managed staff or a small team in a workplace setting (not necessarily hockey related), including scheduling, setting goals, performance review (required)
- Experience of regular work with young people in this age group as a sports coach, teacher or youth group leader (desired)
- PVG scheme member (required)
- Safe Guarding and Protecting Children training (less than 3 years ago) (required)

INVERLEITH HOCKEY CLUB

HEAD OF GIRLS PATHWAY – ROLE DESCRIPTION & CANDIDATE PROFILE

SELF-EMPLOYED CONTRACT

- First aid training (less than 3 years ago) (required)

CANDIDATE PROFILE

- Excellent communication skills, can easily build rapport with young people, parents, coaches and club volunteers.
- Enjoys working with teenagers, is empathetic to their concerns.
- Friendly, helpful with a positive attitude, displays professional good conduct at all times, promotes an enjoyable and inclusive atmosphere.
- Enjoys working in teams, cooperating with people with different opinions and experiences towards a common goal.
- Organised, punctual and good at planning ahead. Proactive and not afraid to follow up to make things happen.
- Embraces technology and social media as ways to engage. Responsive to emails and messages from parents, club volunteers and colleagues

MINIMUM CONTRACT HOURS

A minimum of 4 hours per week of services within the dates detailed below. These hours cover the Girls Under 16 teams and will be variable, according to the schedule of matches and events, which the Club will notify you of on a weekly basis. On average this will consist of 3.5 hours on pitch, and 0.5 hours planning, evaluation and administration per week.

- Sundays 12:45-13:15 (exact times vary). Tuesdays 17:45pm-19:00 for a total of 26 weeks that fall between these dates:
 - Autumn term: w/c 17 August 2025 to 14 December 2026 inclusive, excluding 2 weeks half term in October
 - Spring term: 6 January 2026 to 30 April 2026 excluding 1 week half term in February and 2 weeks easter break

ADDITIONAL SERVICES

There is an additional opportunity to take a lead coach role for one or two of the following senior teams: women's 3rd or 4th teams. This would be an additional 4 hours per week on Tuesday evenings and Saturday afternoons. This would be by separate negotiation.

Any additional Hours that you work to attend meetings, extra training and matches will be paid at the negotiated hourly rate.

CONTRACT SUM

- Contract sum for the minimum 104 hours will be £1,300 to £2,300, negotiable depending on your qualifications and experience.
- Additional hours that you may work above the minimum contract will be paid on a pro-rata basis based on the contract sum above.

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- You will be supplying a contract for service and will not be an employee of the club. You will be responsible for paying your own tax and national insurance.

PLACE OF WORK

The normal training and home match venues are

- Edinburgh Academy New Field, East Fettes Avenue, Edinburgh
- Goldenacre Playing fields, Warriston Gardens, Edinburgh
- Mary Erskin School, Ravelston Dykes Road, Edinburgh

There will be a requirement to travel to matches at locations around Edinburgh and Scotland. Travel and other expenses will be reimbursed. Some home working and attendance at evening meetings (no more than 1 per month).

EQUIPMENT & INSURANCE

You will be working as a self-employed contractor and will need to supply your own equipment to carry out the contract. You will need to have your own coaches' public liability insurance.

PERIOD OF CONTRACT

The service contract is for a fixed term which ends on 30 June 2026.

HOW TO APPLY

To apply, please email inverleithjrfix@gmail.com and ensure you include following in your application:

- a cover letter detailing how you would be suitable to carry out this role, and
- your CV with relevant coaching and people management skills and experience

Prior to taking on the contract, we required to evidence your right to work in the UK.

CLOSING DATE

The closing date for applications is 10am on Monday 28 July 2025.

Should your profile and experience match what we are looking for, we will contact you within a week of receiving your application to invite you for an initial online meeting.

For more information, please email Lesley on inverleithjrfix@gmail.com

ABOUT INVERLEITH HOCKEY CLUB

Founded in 1917, Inverleith Hockey Club now has one of the largest youth memberships in Scotland. We strive to be a supportive and inclusive club, developing players on and off the field. Our men's and ladies first teams both compete in the Scottish premier leagues, the highest level of club hockey in our country. You would be joining at an exciting time of development for our club and have a real opportunity to make a positive difference to young people and contribute to our success.