Club Capability and Communications Officer
Job Description

Wellington Hockey Association (WHA) is a non-profit organisation that provides quality hockey programming at all levels throughout the Wellington region. Our vision – Inspiring a life-long love of hockey – and our mission – Making great hockey happen – infuses everything we do, from first-time players to performance athletes, from coaches to umpires.

WHA serves over five thousand hockey enthusiasts every year and operates and manages six turfs in and around Wellington.

Reporting to: CEO

Status: Full-time

Location: National Hockey Stadium, Wellington

Position Overview

The Club Capability and Communications Officer will be responsible for all areas of communication between Wellington Hockey and our community. This position involves working with our clubs to improve capability and assist with moving Hockey to the next level of communication and quality delivery.

This position will support the CEO in measuring and achieving the strategic goals set forth by WHA.

Communication

- All forms of social media
- Wellington Hockey website
- Registration forms for programmes
- Promotion of all events and programmes
- Surveys
- Organising end of season reviews
- Annual Report

Technology

- Hockey New Zealand are rolling out their new technology programmes in the near future – you would be responsible for educating our clubs on how to use them effectively and efficiently
- Promoting Wellington Hockey through technology channels e.g filming of games, live-streaming etc

Club relationships

- Responsible for the email address that is the first point of contact for our clubs to Wellington Hockey
- Management of club relationships

Other

- Supporting our Development staff to run well organised, well communicated events.
- Promoting Wellington Hockey to the region with a view to increasing participation and retention.

Competencies & Attributes

- A great understanding of social media and its ability to reach our stakeholders
- An understanding of technology platforms, and an ability to pick up new ones quickly
- Superior communication and people managements skills
- Have a high level of attention to detail
- Ability to work evenings and weekends, as required
- Be able to work under pressure with tight timeframes
- Ability and desire to think strategically and to work to constantly improve WHA
- Willingness to chip in and help all other staff in a small office environment
- The highest standards of professionalism at all times across all situations
- Understanding, embracing and enforcement of WHA policy relating to health and safety
- Relevant tertiary qualification desired but not required

Internal Relationships

- WHA staff
- Advisory councils

External Relationships

- Wellington Hockey affiliated clubs
- Hockey New Zealand
- IT providers