



Banbury Hockey Club - Social Secretary Position

About the Club

Banbury Hockey Club (BHC) is an ambitious club that seeks to benefit all of its members as well as the community in which it exists. We run 10 adult league teams, 8 junior teams, as well as a mixed and two veteran teams. We are well known for our welcoming and inclusive culture. BHC has a clubhouse at North Oxfordshire Academy with many social events throughout the year that are put on in order to bring club members closer together, get to know people from other teams and perhaps even make some friends that will last you a lifetime!

The Role and working environment

The role involves working closely with the ladies' and men's club captains, as well as the team captains, in order to shape, organise and implement various club and team focused social events throughout the year. The Social Secretary is expected to promote these events in an effective manner in order to make club members feel included and to achieve a great turn out each time. The goal for the Social Secretary is to continue to provide exciting events for those club members who regularly participate and to encourage participation in the events for those club members who don't usually attend. The successful candidate would work closely alongside the Marketing and Communications Officer and would be expected to attend the majority of the major social events. Where appropriate, they would work alongside the Bar Manager and on occasion the Weekend Cook. Finally, the successful candidate would be expected to occasionally attend committee meetings in order to report to the committee on the social events in terms of successes and potential improvements.

Required Skills/Qualifications

Essential Qualifications:

- DBS check (to be made by Banbury Hockey Club)

Preferred Qualifications (can be obtained with support of the club):

- Safeguarding Qualification
- First Aid Qualification

Skills:

- Ability to lead and organise different groups simultaneously.
- Ability to work well in a team and with others.
- Ability to work well with all age groups and adapt leadership styles accordingly
- Ability to engage and encourage individuals in order to gain increased participation rates
- Excellent communication skills
- Excellent time-keeping and organisational skills

Opportunities and job perks

The successful candidate would be presented with the opportunity to continually develop and improve BHC's social experience as a whole in order to achieve a coherent and integrated club. They would bring together the men's, ladies and junior sections of the club, showing that Banbury Hockey Club is continuing its reputation of being a great club to join and be a part of.



The Social Secretary would also receive the following perks (based on attending and organising all major club social events throughout the year):

- No match fees (where appropriate)
- One free drink on match days
- End of Season Dinner Ticket

Main duties and responsibilities

- To create a yearly calendar of major social events as well as encourage regular team socials.
- To organise, implement and attend all major BHC social events.
- To assist the Marketing and Communications Officer in effectively marketing and communicating the social events and in creating great social content and event artwork for use online and offline.
- To support the club captains with First Aid and safeguarding (if required) at all social events
- To actively encourage all BHC members to take part in social events
- To actively work towards bringing the men's, ladies and junior sections of the club together.

How to apply

To apply for the position, please contact the Club Chairman, **Matt Bull**, at chairman@banburyhockeyclub.co.uk.

To discuss the position, or for more information, please also email Matt at the above email address.