



Job Title	Talent Academy Manager
Location	Sports Training Village, University of Bath, Claverton Down, Bath BA2 7AY and remote
Compensation	Competitive and dependent on experience
Start Date	September 2026

The Club

Team Bath Buccaneers Hockey Club is based at the University of Bath Sports Training Village (STV) in Claverton Down, Bath. The STV boasts impressive world-class sports facilities, with many gold medal Olympians training on-site. For hockey, we are fortunate to have two astroturf pitches.

TBBHC hosts an England Hockey Talent Academy for boys and girls aged 14 to 18, which aims to:

- Provide an exceptional talent development environment supporting the development of a phenomenal generation of players for international-level hockey.
- Provide year-round high-quality 'on-pitch' contact time for the highest potential boys and girls aged 14-18.
- Provide appropriate best vs best competition to further support player development within a safe, inclusive, and enjoyable environment.
- Provide holistic education for young players in line with the Complete Player Qualities that effectively prepares them for performance environments.

The Role

The Talent Academy Manager is responsible for the end-to-end administration, coordination, and operational delivery of the TBB Talent Academy (TA). This role ensures the smooth running of all academy activities, including assessments, training programmes, fixtures, financial management, compliance, and stakeholder communication. Working closely with the Talent Academy Director and Lead Coaches, the post holder will play a central role in delivering a high-quality, compliant, and well-organised player development environment aligned with England Hockey (EH) standards.

Key Responsibilities

- Lead the day-to-day administration and operational delivery of the Talent Academy programme.
- Coordinate the annual Talent Academy cycle, including assessments, player onboarding, training schedules, fixtures, and TA Cup preparation.
- Manage all player administration, including registrations, squad allocations, payments, attendance tracking, and pathway progression records.
- Oversee academy systems and databases, ensuring accurate maintenance of Teamo, ClubBuzz, Veo, and other operational platforms.
- Develop and manage the Talent Academy budget, monitoring income, expenditure, payroll, invoices, and financial reporting in collaboration with the TA Director.
- Directly responsible for the administration and monitoring of TA nominations and pre-assessment sessions throughout the season to support those players to transition through to the TA pathway.
- Coordinate assessment processes, including player communications, scheduling, selection administration, and outcome management.
- Act as the main point of contact for players, parents, coaches, schools, clubs, county associations, and England Hockey.
- Ensure all compliance requirements are met, including safeguarding, DBS, coaching qualifications, and England Hockey accreditation standards.



- Coordinate fixture operations, including venue bookings, opposition liaison, match administration, team sheets, and umpire arrangements.
- Manage TA communications, including stakeholder newsletters, assessment information and social media.
- Maintain and update Talent Academy website content and player-facing documentation.
- Coordinate kit ordering, allocation, and equipment administration for players and staff.
- Support the delivery of specialist development opportunities, including goalkeeper masterclasses and development squad pathways.
- Provide operational support for Talent Academy events, competitions, and the TA Cup, including logistics and participant communications.
- Produce accurate reports, financial records, and operational data to support strategic planning and programme development as required.
- Manage all invoices and process monthly coach/pitch payments as well as other payments as required
- Work closely with the Talent Academy Director and coaching team to ensure the programme delivers a high-quality player development experience.
- Lead and demonstrate safeguarding principles and be aware of the player welfare needs. The TA Manager should also have an awareness of the mental health and wellbeing of the players and coaches in their team.
- Develop a strong working relationship with the EH's Talent Team, most notably concerning selection and players transitioning into and out of the Talent Academy environment.
- Ensure any player welfare concerns are written and reported promptly and efficiently per England Hockey Safeguarding Policy and Procedures to the Talent Academy Welfare Officer and England Hockey, if necessary.

Other Duties

- Attend the Talent Academy induction and any necessary support workshops throughout the cycle.
- Commit to personal growth and development by attending regional/national CPD events.

Personal Specification

Essential Qualities

- Strong organisational and administrative skills with attention to detail
- Experience managing budgets and financial tracking
- Ability to manage multiple systems and data platforms
- Excellent communication, collaboration and stakeholder management skills
- Ability to exercise sound judgement, observe confidentiality and use discretion and initiative.
- Evidence of a self-motivation and a commitment to continuous personal development
- Efficient and organised, with a strong awareness of self and self-regulation and the ability to meet competing demands through effective time management.
- Understanding junior athletes' needs and safeguarding requirements in a talent environment.
- Strong organisational and administrative skills with attention to detail
- Experience managing budgets and financial tracking
- Ability to manage multiple systems and data platforms
- Excellent communication and stakeholder management skills
- Experience in sports administration or Talent Development pathways
- Understanding of safeguarding and compliance requirements in sport
- This role is subject to a satisfactory enhanced DBS check.

Special Conditions

- This is a part-time self-employed role and is subject to a satisfactory enhanced DBS check.
- You will also be required to work flexibly.

To apply or for more information, please email Christian Moody, Talent Academy Head Coach: cdtm20@bath.ac.uk
Please provide an up-to-date CV and a cover letter expressing your interest and detailing your skills, attributes and experience that supports your application.

Application Closing Date: 31st May 2026

We reserve the right to close this vacancy if we receive sufficient suitable applications.