



GAMES DEVELOPMENT ADMINISTRATOR Based in Co. Cork

Cumann Lúthchleas Gael is Ireland's leading sporting and cultural organisation with membership approaching one million people and in excess of 500,000 playing participants at all levels. Inspired by its amateur status and supported by the voluntary efforts of all its members, the GAA devotes its entire resources to the development of Gaelic Games and Culture nationally and in local communities.

Role Profile

The Cork County Committee wish to recruit a County Games Development Administrator. The role holder will be responsible for the implementation of specific GAA Games Development Policy within County Cork. The role holder will work as part of a team, in conjunction with other full time and voluntary personnel, to deliver the goals and objectives of the County Games Development Plan.

Reporting to the County Games Development Manager, the role holder will be required to work 39 hours per week, which will include weekends and evenings, and the hours may vary depending on workload and seasonal changes.

Duties & Responsibilities include:

- Responsible for overseeing the implementation of agreed games development programmes in clubs, schools and other units of the GAA in County Cork;
- Organise and coordinate the development and provision of the following:

Games Opportunities:

To be responsible, in conjunction with Cumann na mBunscol and Coiste na nÓg and Post-Primary Committee, for coordinating Go Games/Supertouch blitzes in both Hurling and Gaelic Football at club and schools' levels in the county.

Skill Development Initiatives:

To provide coaching and skill development initiatives appropriate to the age and ability of the various playing groups at Child, Youth in both Clubs and schools. The focus will be on the Child and Youth sector involving the rollout of programmes in both clubs and schools and delivering a coherent coaching pathway across both Hurling and Gaelic Football.

To be responsible for supporting club-school link coaches in their role.

To assist in the rollout and coordination of Cúl Camps, Easter/Halloween Camps and other camp programmes.

To have a thorough knowledge of basic skill development practices and the ability to impart same across the child /youth/adult sector.

Education Programmes:

To provide training and support appropriate to the requirements of coaches in clubs and schools based on a needs analysis. The focus here will be on Workshops and Courses and the provision of a high level of club engagement.

Participation Initiatives: To be responsible for development of support initiatives in the club, school and community that will focus on increasing participation in urban areas to include recruitment of volunteers.

Academy Squads: To provide back up and coaching support when required and appropriate to the County Cork Academy Structure. To design and implement an age appropriate strength and conditioning programme.

- Support the implementation of activities through practical inputs where required.
- Report on the implementation of activities on a regular basis and, particularly, ensure data relating to the implementation of activities is available on a quarterly basis through the use of the GAA Games Development Information Management System (MIS).
- Maintain key lines of communication with Clubs, Schools and relevant Community groups, in particular Cumann na mBunscol, to ensure the effective promotion of Gaelic Games through Club, School and Community links.
- Work as part of a team in conjunction with other full time and voluntary personnel to deliver set goals and objectives for all GAA sports;
- Requirement to work and attend evening and weekend meetings/activities in addition to normal day to day activities;
- Complete any other duties as may reasonably be assigned by their manager.

Essential Criteria:

- At least 3 years' experience of working in the GAA or similar sporting organization (Voluntary or Professional Capacity);
- Foundation Level GAA Coaching Qualification;
- Experience of coaching and development in both hurling and Gaelic football;
- Exceptional interpersonal and influencing skills, displaying an ability to work with personnel in all units of the organisation;
- Excellent administrative and IT skills with a strong working knowledge of IT related packages and systems;
- Excellent communication and presentation skills (verbal and written);
- Excellent relationship and conflict management skills; ability to be flexible and handle challenging situations;
- Ability to work independently on own initiative and perform as part of a team;
- Ability to effectively manage multiple projects and deadlines; hands-on approach to getting things done with a demonstrable ability to work well under pressure;
- Clear and detailed knowledge of the GAA's coaching schemes and initiatives.

Desirable Criteria:

- Award 1 GAA Coaching Qualification;
- An appropriate Third Level Qualification would be a distinct advantage;
- Full clean drivers licence is essential.

Other Requirements:

- Own car with a full clean driving license;
- Ability to work and attend evening and weekend meetings/activities in addition to normal day to day activities.

Please note the post is subject to Garda Vetting.

Candidates interested in the above role can apply by submitting an up to date cover letter and curriculum vitae to <https://jobs.ie/ApplyForJob.aspx?Id=1880429> on or before 3pm on Friday 28th February 2020.

Cork GAA is an equal opportunities employer