



## **GAMES DEVELOPMENT ADMINISTRATOR**

### **Based in Wexford**

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.

Leinster GAA is a Provincial Council of the Gaelic Athletic Association (GAA) sports of hurling, Gaelic football, rounders and handball in the province of Leinster.

### **Role Profile**

The post holder will be responsible for the implementation of specific GAA Games Development Policy within County Wexford. The post 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.

The post 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.

### **Key tasks:**

- Responsible for overseeing the implementation of agreed games development programmes in clubs, schools and other units of the GAA in County Wexford.
- 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 units.

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.

### **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 with at least one club visit a week.

**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 Wexford 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.
- Liaise with Provincial and County Games Development Personnel and attend meetings and personnel training as required, to support the development of the function and the role.
- Complete any other duties as may reasonably be assigned by the County Games Development Manager, or the County Games Development Committee.

**Essential Criteria:**

- At least 3 years' experience of working in the GAA or similar sporting organisation (Voluntary or Professional Capacity).
- Appropriate third level qualification.
- Exceptional interpersonal and influencing skills.
- Strong ability to work in high pressure situations.
- Excellent administrative and IT skills with a strong working knowledge of IT related packages and systems.
- Excellent communication, relationship management and presentation skills (verbal and written).
- Ability to build and sustain good relationships and manage conflict.
- Ability to effectively manage multiple projects and deadlines; hands-on approach to getting things done.
- Clear and detailed knowledge of the GAA's coaching schemes and initiatives.
- Foundation Level GAA Coaching Qualification.

**Desirable Criteria:**

- Award 1 GAA Coaching Qualification.
- Experience of coaching and development in both hurling and Gaelic football.

**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 should apply with an up to date cover letter and Curriculum Vitae at <http://jobs.ie/ApplyForJob.aspx?Id=1632914> before 3pm on Monday, 24<sup>th</sup> July 2017.

**The GAA is an equal opportunities employer.**