



Operations Manager Armagh

Cumann Lúthchleas Gael is Ireland's leading sporting and cultural organisation with membership approaching one million people and more than 500,000 playing participants at all levels. Inspired and supported by the voluntary efforts of its members, the GAA is focused on the development and promotion of Gaelic Games and culture on the island of Ireland and in local communities.

Applications are now invited for the role of Operations Manager, Armagh, to be directly responsible for assisting the Armagh County Executive in formulating the long-term objectives and priorities for the development of our games in Armagh, whilst carrying out duties in relation to the day to day management and operations of the County Executive's activities.

Reporting to the Office of the Ard Stiúrthóir of the GAA and with a secondary reporting relationship to the County Chairperson, the Operations Manager will be responsible for managing Armagh GAA's commercial operations and the strategic direction of Gaelic Games in the County. This role requires a motivated and talented individual with a strong interest and understanding of Armagh GAA.

Duties and Responsibilities shall include:

- Manage the operational structure of the county on a day to day basis to include the management and supervision of all full and part-time personnel;
- Assist the County Chairperson and Secretary with county administration and the production of an annual operations plan and a framework to enable officers to operate as an effective team;
- To act as a conduit between County Executive and Sub-committees by maintaining key lines of communication and build relationships with key local stakeholders and other agencies;
- Providing the necessary leadership, management, decision making and organisational skills to enhance the county board operation, to develop and implement marketing strategies;
- To assist the County Treasurer (who has ultimate responsibility) with the management of all financial services/operations ensuring that proper governance and accountability in all aspects of the County Committee's (and all subsidiary Committees) financial dealings;
- To assist the designated County Officer(s) with the fixtures planning of all codes to ensure a meaningful and balanced programme of games is provided for Child, Youth and Adult players. Responsible for operating Competition Management System;
- Responsible for developing the county commercially by identifying and seeking out partnership opportunities for the Association with external parties, qualifying those opportunities and developing appropriate approaches to engage the parties professionally presenting the specific opportunity for support;
- Maintain key lines of communication with Clubs, Schools and relevant Community groups, to ensure the effective promotion of Gaelic Games through Club School and Community links;
- Responsible for overseeing the project management of capital works for the County;
- Responsible for overseeing delivery of Club and County Officer training programmes;
- To oversee and assist the County Games Manager with the management of all full/part-time County Games Development and Administration personnel responsible for the implementation of the County Operations and Games Development Plan(s) on a day to day basis and support the County Games Managers with the identification of individual targets and goals and the evaluation of same on a quarterly basis;
- Work at evenings and weekends, and assist with event cover as required;
- The Job Holder will also undertake any other such projects or responsibilities as deemed appropriate by their Manager.

Essential Requirements:

- At least 3-5 years' experience of working in the GAA or similar sporting organisation (Voluntary or Professional Capacity);
- Proven track record in the area of Project Management including financial planning and management, reporting and evaluation, budgetary control, and with previous experience of ensuring close adherence to financial and legal governance requirements;
- Exceptional leadership and organisational skills with the ability to foster and implement effective change;
- Proven experience in being able to establish and deliver a strategic plan that will generate outstanding results;
- Excellent people management skills with proven ability to build and maintain strong business and team relationships, and manage conflict;
- Superb stakeholder management skills, including a proven ability to build enthusiasm for commercial or sponsorship opportunities, with an aptitude for brand management;
- Exceptional organisational skills with proven experience in working to tight deadlines and achieving set targets;
- Excellent administrative and IT skills are essential with exceptional attention to detail and efficiency at keeping records;
- Exceptional communication/presentation skills (verbal and written) and interpersonal skills;
- Strong ability to work in high-pressure situations, and a willingness to work out of office hours and some weekends;
- An in-depth knowledge of the GAA and its structures;
- Demonstrable knowledge and experience of best-practice coaching, learning and development strategies and tools.

Desirable Requirements:

- A relevant Third Level Qualification would be a distinct advantage;
- An appropriate qualification and experience in financial management;
- An Award 1 GAA coaching qualification.

Other:

- Access to a form of transport which will permit the applicant to meet all the requirements of the post in full.

Candidates interested in the above role should apply by completing the attached application form and returning it to jobapplications@gaa.ie no later than 3pm on 11th June 2019.

In pursuit of our Equal Opportunities Policy, we welcome applications from all sections of the community. In addition, all positions are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003, the Safeguarding Vulnerable Groups (NI) Order 2007 and the Protection of Freedoms Act 2012.