**Head of Operations**

**Derry GAA**

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.

Cumann Lúthchleas Gael is now seeking applications from suitably qualified persons for the role of Head of Operations, Derry GAA. The successful candidate will be responsible for working with the county executive to develop the vision and strategies of the GAA within the county and for implementing short and long-term plans to achieve the Association’s goals. Reporting to the Office of the Ard Stiúrthóir of the GAA, and the County Chairperson, the Head of Operations will provide direction and leadership to management and staff and oversee the effective development of Derry GAA.

* Support the County Executive in the day to day running of the county to include the management and supervision of full and part-time personnel;
* Ensure that national Association policy is implemented within the county and that all approved policy matters are applied and communicated to relevant stakeholders;
* Establish strong communications with Ard Comhairle and associated county, provincial and national bodies;
* Assist the County Chairperson with production of an annual operations plan and a framework to enable officers to operate as an effective team;
* Identify and develop partnership and sponsorship prospects for the county with external parties, qualifying those opportunities and developing appropriate approaches to engage the parties professionally, presenting the specific opportunity for support;
* Responsibility for developing and implementing marketing strategies to develop the county commercially and sourcing funding opportunities in conjunction with County Treasurer;
* 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 including recruitment and management of sponsors and partners, and lead a successful county over a sustained period;
* Providing the necessary leadership, management, decision making and organisational skills to enhance the operation of the County Executive;
* Establish, build and 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;
* To assist the County Treasurer with the management of all financial services/operations ensuring that proper governance is in place;
* To support the County Treasurer in the reconciliation and preparation of the accounts for all entities under the control of the County Committee;
* To assist the Games Development Manager with the implementation of the County Games Coaching Strategy;
* 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;
* Servicing of intercounty teams;
* In accordance with GAA Health & Safety policy, to be responsible for ensuring all match venues throughout the county meet guidelines;
* Make appropriate arrangements for the County Convention and produce an annual report for same;
* Ensure the application of information technology and improved systems of communication to advance the work of the County Executives;
* The role holder will also undertake any other such projects or responsibilities as deemed appropriate.

**Essential Criteria**

* A university degree or equivalent professional qualification and at least 3 years’ experience working in a management role

**OR;**

A HND or equivalent professional qualification and have worked for at least 5 years in a management role **OR;**

Have at least 6 years’ experience working in a management role

* Strong experience of effective financial planning, management and reporting 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;
* Demonstrable ability to develop and implement progressive marketing and commercial strategies on behalf of the county;
* Excellent people management skills with the 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 proven 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;
* A strong interest in and understanding of Derry GAA;
* Demonstrable knowledge and experience of best-practice coaching, learning and development strategies and tools;
* The role holder must have access to a form of transport which will enable them to fulfil their responsibilities in full.

**Desirable Criteria**

* At least 5 years’ experience of working in the GAA or similar sporting organisation (Voluntary or Professional Capacity).

**Candidates interested in the above role should apply by completing the attached application form and return to:**  humanresources.ulster@gaa.ie **on or before 12 noon, Monday 22 November 2021.**

**The GAA is an equal opportunities employer.** **In addition, this position is 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.  As such applicants are asked to comply to undertake an AccessNI check if successful.**

**APPLICATION FORM**

The information supplied by candidates plays a significant part in all stages of the evaluation and selection process, and particularly in the determinisation of who should be invited for interview. It assists to have the information in an orderly form and it ensures that the comparison is thorough and fair. **For this reason, only information submitted on the application form will be considered. CV’s will not be accepted.**

It is, therefore, in the candidate’s interest to complete this application form comprehensively and accurately.

Information given will be used only for the purposes of this application and will be treated in a confidential manner. The application form will be a part of the selection criteria. Responses must be typed; illegible forms may be excluded.

Instructions:

1. The completed application form must be submitted to the HR department **no later than 12 noon, Monday 22 November 2021**
Application forms received by the HR Department after the deadline date and time will not be accepted.

2. Completed applications must be returned by **email only** to: humanresources.ulster@gaa.ie

1. Whilst the essential criteria as outlined in the job advert will be the basis for short-listing, elements of the desirable criteria may on occasion also be included.

**This application form has been devised to facilitate the short-listing process and relates directly to the criteria outlined in the job advert. Failure to provide sufficient information/detail in response to the direct questions could result in your application not being short-listed, due to a lack of information.**

If you have a disability for the purposes of the Disability Discrimination Act 1995 and you require reasonable adjustments to be made to assist you with (a) your application and (b) the recruitment process generally, please contact humanresources.ulster@gaa.ie

Position Applied for:

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| **SECTION 1 - PERSONAL DETAILS** |

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| **Title:**  | **Forename(s):** | **Surname(s):** |
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| **Address:****Postcode:** |
| **Contact information** |
| **Phone Number:** | **Mobile Number:** |
| **Email Address:** |

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| **SECTION 2 – EMPLOYMENT HISTORY** |

Please give details of your employment history by listing all current and previous positions, including voluntary work, periods of self-employment and

periods of unemployment **(starting with the most recent).**

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| **Name and Address of Employer** | **Date of Employment****(Month / Year)** | **Job Title / Role & Duties of Job** |
|  | **From:** | **To** |  |
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Offers of appointment are subject to: verification of qualifications; satisfactory references; criminal records check and any other criteria which Derry GAA deems appropriate. When all checks have been satisfactorily completed the successful applicant will be asked to give notice to his/her employer.

**Please state, if any, what notice is required by your present employer:**

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| **SECTION 3 – QUALIFICATIONS**  |

Please detail below all of your qualifications **(starting with the most recent).**

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| **Qualification****e.g. BA(Hons)****BSc / HND, GCSE etc.** | **Subject Area (as****described on****Certificate)** **e.g. Finance and Accounting**  | **Grade****e.g. 2:1, A, B or C,****Distinction,****Pass** | **Level** | **Date****Obtained****DD/MM/YY** |
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| **Membership of Professional Associations:** |
| Professional Association | Status within |
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| **Professional Qualifications (including Coaching Qualifications):** |
| Professional Qualification | Date Obtained |
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| **SECTION 4 – JOB REQUIREMENTS** |

The following section asks you to outline your qualifications and experience in relation to the essential and desirable criteria in the advert.

**Candidates should refer to the specific criteria outlined for the job for which they are applying and demonstrate their ability to meet same.**

YOU SHOULD COMPLETE ALL PAGES IN SECTION 4 TO DEMONSTATE HOW YOU MEET THE CRITERIA.

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| **ESSENTIAL CRITERIA***Please provide* ***evidence of how you meet*** *the* ***essential*** *requirements for this post as outlined in the job advert:****(please provide dates* where applicable)** |
| ***Essential:*** |
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| **DESIRABLE CRITERIA** *Please provide* ***evidence of how you meet*** *the* ***desirable*** *requirements for this post as outlined in the job advert:****(please provide dates* where applicable)** |
| ***Desirable:*** |
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| **CIRCUMSTANCES** |
| ***Essential:*** |
| Access to a form of transport which will permit the applicant to meet all the requirements of the post in full? | Yes: 🞏 No: 🞏  |

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| **ADDITIONAL QUESTIONS (maximum 300 words)*****Provide evidence of developing and maintaining partnerships and good working relationships to achieve organisational goals. (please provide dates* where applicable)** |
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| **ADDITIONAL QUESTIONS (maximum 300 words)*****The ability to influence people is a skillset of this post.  Provide evidence of how you have influenced others to achieve desired outcomes. (Please provide dates* where applicable)** |
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| ***ADDITIONAL QUESTIONS (maximum 300 words)******What do you envisage as the key elements of a sustainable business model for Derry GAA*** |
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| **SECTION 5 - REFERENCES** |

Please give the names, positions, full postal addresses and contact details (including email addresses) for two people from whom Derry GAA may obtain further information in relation to your application. Your referees will be contacted by e-mail therefore failure to provide an e-mail will result in delay of your application form being processed.

**REFERENCES WILL ONLY BE REQUESTED UPON OFFER OF EMPLOYMENT**

One must be your current or most recent employer/line manager.

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| **NAME** | **EMAIL** | **OCCUPATION** |
| **1** |  |  |  |
| **2** |  |  |  |

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| **SECTION 6 – CRIMINAL OFFENCES** |

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| * You are applying for a role which falls within the definition of an “excepted” position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore, ALL convictions including SPENT convictions that are not protected by the 2014 amendments must be disclosed. If you leave anything out it may affect your application.
* The disclosure of a criminal record or other information will not debar you from appointment unless Ulster GAAconsiders that the conviction renders you unsuitable. In making this decision the Ulster GAA will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.
* Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including ‘spent’ convictions. A copy of Ulster GAA’s Recruitment of Ex-Offenders Policy is available upon request.
* If you are currently facing prosecution for a criminal offence, you should also bring this to our attention given the “excepted” nature of the role.
* I understand that if appointed that I must also complete an AccessNI Disclosure Certificate Application Form and that this check must be carried out before appointment can be confirmed. I declare that the information I have given is accurate.
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| Do you have any convictions/cautions that are not "protected" as defined by the Rehabilitation of Offenders Northern Ireland Order 2014 or have any cases pending?  | **Yes:** 🞏 **No:** 🞏 |
| **If yes,** please give details including the nature of the offence and penalty (if any) ... |
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| The position you are applying for requires you to be engaged in regulated activity\* **(Refer to Guidance Notes)** as defined by the Safeguarding Vulnerable Groups Order (NI) 2007. Is there any reason you are aware of that would prevent you from working with children or vulnerable groups? | **Yes:** 🞏**No:** 🞏 |

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| **SECTION 7 – DECLARATION & SIGNATURE**  |

I hereby certify and declare that:

1. All the information that I have provided on this application has been honestly and accurately articulated to the best of my knowledge and belief.
2. I have not canvassed any member or employee of the GAA or sought for or consented to any manner of canvassing to be undertaken on my behalf and that, from the date hereof, I will not undertake seek or consent to any such canvassing.

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| **Signature of Applicant:** | **Dated:**  |

Please ensure that you have provided all the information for which you have been asked. A candidate found to have given false information or to have willfully suppressed any material fact will be liable to disqualification or, if appointed, to dismissal.

**DATA PROTECTION NOTIFICATION**

The following Privacy Information is being provided to you as outlined in the General Data Protection Regulation. It is intended to inform you of how the Personal Information provided on this form will be used, by whom and for what purposes. If you are unclear on any aspect of this form, or want any further information, please contact the GAA’s Data Protection Officer (003531 8658600 or dataprotection@gaa.ie).

**Who is the data controller?**

GAA is the data controller for the personal data included on this form.

**Who is the Data Protection Officer for the GAA?**

Details of the GAA’s Data Protection Officer are available on the GAA’s website gaa.ie/dataprotection. You can contact our Data Protection Officer by emailing dataprotection@gaa.ie or by calling 01 8658600, if you have any questions or wish to make any request in relation to your personal data.

**What is the purpose of processing my Personal Data?**

The purpose for processing your Personal Data is that it is necessary to enter into an employment contract for successful applicant(s).

**Where is your Personal Data stored?**

Your data will be stored at Croke Park Stadium, Jones’ Road, Dublin 3.

**How long will your Personal Data be stored for?**

Your Personal Data will be stored for 12 months in cases of unsuccessful applicants, and for the duration of your employment contract in cases of successful applicants.

**How can I obtain a copy of the Personal Data held by the GAA?**

You have the right to request a copy of all of your Personal Data and can do so by contacting us at dataprotection@gaa.ie or by writing to GAA Data Protection Officer, Croke Park, Jones’ Road, Drumcondra, Dublin 3. This information will be provided to you within one month.

**What are my privacy rights relating to my Personal Data?**

You have the right to have your Personal Data updated, rectified, or deleted if you so wish. You have the right to object to your Personal Data being processed and to withdraw your consent to processing - You can do so by contacting us.

**Where can I get further information?**

Further information regarding your rights can be obtained through the **Office of the Data Protection Commissioner, Canal House, Station Road, Portarlington, Co. Laois**, or on the website [www.dataprotection.ie](http://www.dataprotection.ie)

**How do I make a complaint or report a breach?**

Should you wish to make a **complaint or report a breach** under in relation to your Personal Data, you can do so by emailing the Office of the Data Protection Commissioner using the following email address: info@dataprotection.ie