



## Operations Manager Tyrone GAA

<b>Responsible to:</b>	Office of the Ard Stiúrthóir of the GAA
<b>Contract Term:</b>	3-years (subject to the successful completion of a 6-month probationary period)
<b>Status:</b>	Full-time
<b>Hours per Week:</b>	37.5
<b>Primary Location:</b>	Tyrone GAA Centre, 230 Radergan Rd, Garvaghey, Dungannon BT70 2EH

Cumann Lúthchleas Gael is Ireland's leading sporting and cultural organisation with a 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 across Ireland and overseas.

Tyrone is one of Ireland's 32 Counties and is home to a growing population of over 180,000. It is a largely rural and entrepreneurial County but suffers from poor service and infrastructure provision, as well as high levels of deprivation.

The GAA in Tyrone is extremely strong and vibrant, its 54 Clubs ensuring it is embedded in every part of the County and a central part of community life. Tyrone's County teams achieve consistently high levels of performance and delivery, and the County places a strong emphasis on promoting our Gaelic culture and heritage.

The Tyrone GAA Centre at Garvaghey is one of Ireland's foremost sporting and cultural complexes, and its successful operation is now central to Tyrone's GAA business.

Cumann Lúthchleas Gael is now seeking applications from suitably qualified and experienced persons for the role of Operations Manager, Tyrone GAA. The successful candidate will be responsible for working with the County Management Committee 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. The role holder shall report directly to the Ard Stiúrthóir, or alternatively to a manager designated by him/her. The role holder will have a secondary reporting relationship with the Chairperson of the Tyrone County Committee.

### **Main Areas of Responsibility:**

#### **Strategic Development**

- Effectively lead, manage and direct all staff and oversee the strategic development, and day-to-day running, of Tyrone GAA under the overall guidance of the County Committee
- Ensure that GAA policy is implemented within the county and that all Tyrone GAA's approved strategies and plans are applied and communicated to relevant stakeholders
- Act as a conduit for the County Committee and Sub-committees by maintaining lines of communication
- Build on existing relationships with key local stakeholders and other agencies and develop new working relationships with additional agencies.
- Take a lead role in the recruitment and management of sponsors, and partners, and leading a successful county over a sustained period

#### **Finance**

- Assist the County Treasurer with the management of all financial services/operations in accordance with proper Governance
- Support the County Treasurer in the reconciliation and preparation of the accounts for all entities under the control of the County Committee;

#### **Management**

- Oversee the management, maintenance, and upkeep of the Tyrone GAA Centre at Garvaghey



- Support the County Management Committee in the day-to-day running of the County to include the line management of full and part-time staff;
- Manage the ticketing systems in use for all fixtures
- Ensure all match venues throughout the county meet with GAA Health & Safety policy and guidelines
- Make appropriate arrangements for the County Convention and produce an annual report for same

### **Marketing**

- Develop and implement marketing strategies to develop the county commercially
- Seek and secure additional revenue through funding opportunities in conjunction with the County Treasurer

### **Planning**

- Management and oversight of the production of the County's various plans, policies and strategies
- Assist the County Chairperson with production of an annual operations plan and a framework to enable officers, sub-committees and volunteers to operate as an effective team

### **Coaching and Games**

- Manage the servicing of all of Tyrone's County teams
- Oversee, in conjunction with the Games Development Manager and under the guidance of the Coaching and Games Officer, the implementation of the County Games Coaching Strategy

### **Communication**

- Establish and maintain strong lines of communication with Ard-Chomhairle and associated national, provincial, and county units
- Establish, develop and maintain key lines of communication with Clubs, Schools, Local Councils, other relevant external bodies, Community groups, and other stakeholders
- Ensure the application of IT and improved systems of communication to advance the work of the County's Committees
- The role holder will also undertake any other such projects or responsibilities as deemed appropriate by the County Management Committee.

### **Essential Criteria**

- A university degree or equivalent professional qualification, and, at least 3 years' experience working in a senior management role
- **OR;**
- A HND or equivalent professional qualification and have at least 5 years' experience working in a senior management role
- **OR;**
- Have at least 6 years' experience working in a senior management role
- Experience of effective financial planning, management, and reporting in adherence to financial, legal, and regulatory governance requirements;
- Proven experience in being able to establish and deliver a strategic plan leading to outstanding results;
- Demonstrable ability to develop and implement progressive marketing and commercial strategies on behalf of the county;
- Proven experience in managing in a complex setting, involving people, programme/activity, and facilities management;
- Ability to work in high-pressure situations as demonstrated by experience;
- Proven experience in working to tight deadlines and achieving set targets;
- Demonstrate experience of conflict management and resolution;



- Exceptional senior leadership and organisational skills with the ability to foster and implement effective change;
- Excellent people management skills with the ability to build and maintain strong business and team relationships;
- Excellent administrative and IT skills are essential with exceptional attention to detail and efficiency at keeping records;
- Exceptional communication/presentation skills, both written and spoken, and effective interpersonal skills;
- Have a strong interest in, and understanding of, Tyrone GAA and Ulster GAA
- The role holder must have access to a form of transport that will enable them to fulfil their responsibilities in full;
- High degree of flexibility to work evenings and weekends due to the nature of the role and organisation.
- Ability to work in an environment that is essentially volunteer-led and driven;

#### **Desirable Criteria**

- At least 5 years' experience of working in the GAA or a similar sporting or cultural / community organisation
- Have an in-depth knowledge of the GAA and its structures

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Candidates interested in the above role should apply by completing the attached application form and return to: [humanresources.ulster@gaa.ie](mailto:humanresources.ulster@gaa.ie) on or before **12 noon, Friday 18<sup>th</sup> November 2022.**

**Anticipated Interview Date(s): Week commencing 28<sup>th</sup> November 2022**

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.