



JOB DESCRIPTION

Job Title:	Games Administration Officer
Reporting To:	Games Administration Manager
Location:	Ulster GAA Office – Market Street, Armagh
Work Pattern:	<p>The post is full-time (35 hours per week). However, due to the nature of the post, weekly hours will vary and you will be required to work at unsocial times, including evenings and weekends.</p> <p>The post holder will maintain at all times such availability, flexibility and mobility as is necessary to the pursuance of the position.</p>
Salary:	(£26,000 - £30,000)

Main Purpose of the Job:

The Games Administration Officer for Ulster GAA will assist the GAM in the administration of Ulster GAA fixtures and will have responsibility for the fixture co-ordination and promotion of Gaelic games within the post-primary sector.

Main Areas of Responsibility:

Ulster GAA

1. To assist the Games Administration Manager with the organisation and delivery of the Ulster Fixture programme.
2. To produce a Monthly Games Report for inclusion on the Ulster GAA website and monthly Newsletter.
3. To provide an Annual Fixture report and organise the Annual Fixtures Seminar.
4. Research information and articles for all Match Programmes.
5. To assist with the development of sound administrative structures and procedures as part of a team to ensure that they are efficient and effective.
6. To be responsible for the processing of all disciplinary matters relating to games under the control of Ulster GAA.
7. To act as Servicing Officer for the Ulster GAA Hearings / Appeals Committee.
8. Deal with all enquiries, providing information to the general public.

9. To assist in the event management function of the Council in relation to Games, Launches, Conferences, Workshops, Training Days and Special Events.

Ulster Schools GAA

10. Provide administrative support and services to the Ulster Schools GAA Council.
11. Assist with the administration of, and arrangements for, all Ulster Schools GAA fixtures and competitions including:
 - Appointment of Referees
 - Arrangement of Venues
 - Cup/trophy presentations
 - Disciplinary matters
 - Appeals
 - Objections
12. Liaise with teachers and proactively engage with schools in the development of Gaelic Games and participation in Ulster Schools GAA competitions and activities.
13. Facilitate the development of links between schools and clubs/counties.
14. Liaise with Coaching and Games Development Officers, Ulster CCC and County personnel.
15. Monitor the implementation of the Comhairle Iarbhunscoileanna strategy in Ulster and within the counties.
16. Liaise with Ulster Schools GAA sponsor(s).
17. Coordinate all Ulster Schools GAA events, including presentation dinners, receptions, photo-calls and other promotional activities.
18. Liaise with production providers for, and contributors to, Ulster Schools GAA publications, including fixtures handbooks/booklets and match programmes.
19. Provide the secretarial function of the Ulster Schools GAA in relation to meetings, disciplinary processes and ongoing office administration.
20. Attend all meetings as required by the Ulster Schools GAA in an administrative capacity.
21. Attend games, where necessary, to ensure they are sufficiently co-ordinated and resourced.
22. Manage the social media platforms on behalf of Ulster Schools GAA.
23. Manage placement student role, when applicable.
24. Create and manage the ticketing arrangements for the appropriate Ulster Schools GAA games.
25. Contribute to the production of reports and presentations as required for meetings and committees.

26. Liaise with the local, regional and national media and ensure the promotion of Ulster Schools GAA competitions, activities and events in print publications and online via website and social networks.

27. Other administrative and clerical duties assigned to the Job Holder by his/her line manager from time to time. The Job Holder will also undertake any other such projects or responsibilities as deemed appropriate by their Manager.

The above list is not exhaustive and may include any other reasonable duties as required and deemed appropriate to the post.

PERSON SPECIFICATION

Post: Games Administration Officer (Ulster Council GAA)

	Essential	Desirable
Qualifications	<p>1.1 Degree or equivalent third level qualification in sport, education, business or related discipline and 2 years full-time experience (or part-time equivalent) in a position with responsibility for administration.</p> <p>OR; HND or equivalent qualification and have at least 3 years' experience (or part-time equivalent) in a relevant position OR; Have at least 5 years' experience (or part-time equivalent) in a relevant position</p>	
Relevant Experience	<p>2.1 Demonstrable customer service experience.</p> <p>2.2 Demonstrable experience of monitoring and delivering on project outcomes.</p> <p>2.3 Demonstrable experience in the use of information technology and windows packages including word, access, Excel and Power point.</p> <p>2.4 Demonstrable experience</p>	6.1 Event Management Experience

	<p>in the preparation and presentation of reports and recommendations.</p> <p>2.5 Demonstrable experience in a voluntary capacity</p>	
Special Aptitudes	<p>3.1 Demonstrable decision-making skills.</p> <p>3.2 Demonstrable interpersonal and communications skills.</p> <p>3.3 Demonstrable Organisation and planning skills.</p> <p>3.4 Demonstrable ability to work under pressure and meet tight deadlines.</p> <p>3.5 Demonstrable ability to work as part of a team.</p>	<p>7.1 Demonstrable knowledge and experience of sport in general, and the GAA in particular, to enable the post-holder to negotiate effectively and credibly with key partners.</p> <p>7.2 Knowledge of the history, background and current strategic issues facing the GAA in Ireland and Ulster.</p>
Disposition	<p>4.1 Ability to demonstrate integrity and appropriate working relationships with key partners.</p> <p>4.2 Ability to demonstrate confidence, empathy, enthusiasm and initiative.</p> <p>4.3 Articulate</p>	
Circumstances	<p>5.1 Access to a form of transport which will permit the applicant to meet all the requirements of the post in full.</p> <p>5.2 High degree of flexibility to work evenings and weekends due to the nature of the role and organisation.</p>	