

**COMHAIRLE ULADH
CUMANN LUTHCHLEAS GAEL
ULSTER COUNCIL GAA**

JOB DESCRIPTION

Job Title:	Irish Language Officer
Responsible to:	Head of Community Development
Duration of Post:	This post is a temporary position to cover a period of maternity leave for (9 – 12 months)

1. JOB PURPOSE

Based at Ceannarás Uladh (Ulster GAA Headquarters Armagh) the person appointed will be responsible for the development, promotion and increased use of Irish Language across the GAA in Ulster. The appointee will work as a member of the Community Development Department. The candidate will also work across all the departmental teams operated by the Ulster Council GAA, County Committees, Clubs and other strategic partners.

2. MAIN AREAS OF RESPONSIBILITY

- a) Lead out on promotion of Irish Language and Culture for the GAA in the Province, in line with Ulster GAA strategy 2021-2023 “AG COTHÚ CLUBANNA AGUS AG FORBAIRT ACMHAINNE” / “Sustaining Clubs and Building Capacity” – Theme 4 (4.3 Strengthening Irish Cultural Expression)
- b) Promote Irish language at Grassroots level including
 - i. **Foghlaim sa Chlub**
 - a. Facilitate learning across the association through the Irish Language Teaching Plan for GAA clubs
 - b. Facilitate regional Dianchúrsa(i)
 - c. Coordinate Irish Language promotion among staff and officers of Comhairle Uladh
 - ii. **Feachtais CLG Uladh**
 - a. Coordinate Seachtain na Gaeilge 2023 participation on behalf of Ulster GAA
 - b. Comórtas na Scoileanna in Collaboration with Ulster Schools
 - c. Gaelclub na Bliana.- coordinate this annual award for best practice in Irish Language promotion.
 - iii. **Coiste Náisiúnta na Gaeilge – link in with National GAA to promote**

- a. Lá na Gaeilge
 - b. Go Games through Irish
 - c. Provincial / National Tráth na gCeist
- iv. **Cúrsa de Faoite**
- a. Service the Séamus de Faoite Course workgroup and assist with organisation of Cúrsa de Faoite
- v. **Cúrsaí Riaracháin - Admin**
- a. Comhairle Uladh full council meeting minutes and agendas available bilingually
 - b. Publications, documents and social media posts from all areas of Ulster GAA may need to be bilingualized or published as Gaeilge as requested.
 - c. Secretary's Report for Convention
 - d. Servicing Officer for Coiste na Gaeilge agus na hOidhreacht and Coiste Scór Uladh.
- vi. **Gaeilge sa Chlub**
- a. Administer the Gaelige sa Chlub bursary scheme
 - b. Coordination of support workshops for scholarship recipients
 - c. Ensure successful completion of club projects and necessary PR coverage
- vii. **Feiceálacht na Gaeilge - Communications**
- a. Represent Ulster GAA as requested for interviews in Irish and deal with any telephone calls in Irish that come in to Comhairle Uladh
 - b. Responsibility for social media posts or blogs in Irish Language
- viii. **Na Ceanneagraíochtaí**
- a. Information sessions and networking events for clubs across Ulster organised in collaboration with Glór na nGael and local government Irish Language Officers.
 - b. Continue to support Glór na naGael with Joe McDonagh Foundation.
 - c. Liaise with all relevant Irish Language Bodies – Foras na Gaeilge, Conradh na Gaeilge, Glór na Gael, Gael Linn etc..
 - d. Proactively seek opportunities to promote Irish Language at club, county and provincial level
- c) Acting as an operational member of both the Community Development Team and Communications Team
- d) Working with the Community Development Staff to deliver on the following programmes:
- Language Projects and initiatives

- Cultural Programmes
 - Community Outreach, Good Relations and Diversity programmes
 - Projects that contribute to Club, County and Volunteer development
 - Administrator and Volunteer Training Courses to build capacity within Clubs and communities;
- e) Attend meetings and workshops, training courses and visit network sites as appropriate.
- f) Participate in organisational training, staff annual reviews and evaluations.
- g) Any other duties as may be requested and required by the Ulster GAA Management Committee, Provincial Director and Head of Community Development.

3. ACCOUNTABILITY

- Develop databases and spreadsheets for the recording of data relating to Ulster GAA development programmes.
- Attending meetings, seminars and training programmes relating to the development and implementation of the Ulster Strategic Plan
- Communicate with key stakeholders, partners and other agencies as required.
- Make suggestions to improve conditions and organisational ability of Ulster GAA as a whole.
- Undertake any other duties as reasonably required.
- The post-holder will be contracted to 38.5 hours a week and will be expected to work unsociable hours (late evenings and weekends)

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication for the areas of work to be undertaken and will be amended in light of the changing needs of Comhairle Uladh.

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PERSON SPECIFICATION

JOB TITLE: Irish Language and Cultural Officer

	Essential	Desirable
Qualifications and Attainments	<p>High standard of written and spoken proficiency in the Irish Language</p> <p>Third-level qualification in Irish Studies or relevant discipline</p> <p>At least 2 years of relevant work experience for the post. Suitable areas include Irish language, culture, community work, social policy, public policy, management, business or other)</p> <p>Excellent ICT and Communication Skills</p>	<p>Qualified Teacher Status or experience delivering lessons in an educational institution</p>
Relevant Experience	<p>A strong knowledge and understanding of Irish language and cultural development within a GAA context:</p> <ul style="list-style-type: none"> • Irish Language • Scór • Culture and Heritage 	<p>Experience working in a relevant environment in at least three of the following areas</p> <ul style="list-style-type: none"> • Language development, promotion and education • Volunteer and capacity building

	<p>A clear understanding of how projects in the above areas can be applied to the club and community context in Ulster</p> <p>The ability to relate strategic policies to implementation stage.</p>	<p>support</p> <ul style="list-style-type: none"> • Community development and outreach • Design and delivery of courses • Cultural Development • Administration • Working as part of a team to meet strategic objectives <p>Knowledge of funding sources and agencies that could support the development of Irish Language within the GAA in Ulster</p>
<p>Special Aptitudes</p>	<p>A demonstrable understanding of the current issues facing the GAA in general, in particular Irish Language, culture, community and strategic development in Ulster GAA</p> <p>Demonstrable written and oral presentational and negotiating skills.</p> <p>Ability to speak on live radio and interact with media outlets</p> <p>Ability to work under pressure and to meet tight guidelines.</p>	<p>A knowledge of the Ulster GAA and Central GAA structures, (County and Club Level) rules and modern practices.</p>

General Aptitude	<p>Ability to act on personal initiative and take decisions within policy.</p> <p>Excellent Qualities of judgement and reasoning.</p>	
Disposition	<p>Excellent inter-personal skills and ability to work as part of a team.</p>	
Circumstances	<p>Access to a form of transport which will permit the applicant to meet the requirements of the post in full.</p> <p>Prepared to work unsociable hours and spend time away from home overnight for meetings etc.</p>	