



# **THE CAMOGIE ASSOCIATION**

An Cumann Camógaíochta

## **Operations Co-ordinator**

The Camogie Association is seeking a dynamic and energetic person to join its national office in Croke Park.

This junior management position will lead operations and staff that facilitate the smooth and efficient running of office and national activities and events including our All-Ireland Finals in Croke Park.

The post acts as the Association's National Children's Officer and specifically includes responsibility for the promotion of the Association's child protection and safeguarding policies and priorities.

The post holder will be required to work in collaboration with other staff and the Association's network of volunteers at club, county, provincial, national and international levels.

**Job location:** Dublin with occasional travel

**Job type:** Permanent with a 9-month probationary period.

**Hours:** 9.30-5.30 daily. The post will require an element of work outside normal office hours including weekends.

**Reporting to:** The Communications Manager

The successful applicant will be required to comply with Garda/PSNI vetting clearance in advance of taking up the position.

**Salary:** The appointment will be attached to a salary scale €31,400-€36,700.

**Expenses:** Expenses such as travel, overnight accommodation where required and other allowable expenditure will also be paid.

**Annual Leave:** 23 days' annual leave. In addition, there is additional annual paid leave in the period Christmas Eve/New Year.

Other terms and conditions include:

- 7% pension contribution from the Association and subject to employee contribution

- A time in lieu facility (TOIL) for work in excess of weekly contracted hours
- Study leave
- Travel (bike to work scheme/tax saver commuter tickets)

**Interviews:** Interviews are scheduled for Friday June 2<sup>nd</sup> 2017 in Dublin.

**Closing date for applications is 5.00 p.m. Friday May 19<sup>th</sup> 2017.**

Please return applications to [jobs@camogie.ie](mailto:jobs@camogie.ie) or to Cian Nelson, Camogie Association, Croke Park, Dublin 3 and mark 'Private and Confidential'.

## **Key duties and responsibilities**

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1. Work with the senior management team, other staff and volunteer Committees to plan, co-ordinate and as necessary undertake operational aspects of key events, in particular:
  - Annual Congress;
  - All-Stars Presentation Dinner and All-Stars International Trip;
  - Volunteer and Media Awards;
  - National fixtures organised by the Association;
  - Other key events as required.
2. Act as National Children's Officer and work closely with the Association's National Child Protection and Welfare Committee and volunteers at all levels of our membership and other relevant bodies to:
  - promote awareness of the Camogie Association's policies and procedures on child protection and safeguarding to the Association's members, in particular to Children's Officers at all levels of the Association and liaise with relevant third party bodies as appropriate
  - stay informed of best practice and legislative compliance on child protection and safeguarding, across jurisdictions where there are Camogie Association members
  - promote legislative compliance with vetting procedures and manage and co-ordinate implementation of vetting related administration at national level.
3. Manage and as necessary undertake administrative and operational activities that facilitate the smooth and efficient running of the national office including:
  - ensure effectiveness of office systems;
  - supervise information and data management including compliance with data protection legislation and policies;
  - manage information technology;
  - manage the conditions of the Camogie Association's office(s); office supplies and equipment;
  - undertake human resources administration and record keeping;
  - act as Association's Safety Officer;
  - deal with unforeseen issues as they arise.
4. Support the administration of national committees, in particular Ard Chomhairle/Central Council and as required, the Resource Management Committee.
5. Manage and support staff, interns, work placements and occasional contract work as appropriate.

6. Undertake any other responsibilities as defined from time to time by the Ard Stiúrthóir

A staff member's job description forms part of her/his contract of employment.

The roles and responsibilities of staff may change subject to the business needs of the Association, in consultation with the staff concerned.

### **Essential criteria**

The ideal candidate will have:

- A degree or equivalent third level qualification in a subject/discipline that can be proven relevant to the post or two to three years' comparable work experience including proven management experience, including leading and motivating people
- Ability to manage your own workload and supervise the work of others concurrently
- Demonstrated experience of planning and scheduling multiple projects, of prioritising tasks and adaptability to changing workloads
- Demonstrated proficiency in information management and information communication technologies, including proficiency in Microsoft Office/One Drive
- Demonstrated experience and effectiveness as a communicator including report writing, oral and presentation skills
- Experience of working in a cross-functional, team based environment
- Ability to problem solve and exercise appropriate judgement and decision making
- Demonstrated knowledge of the values and attributes to ensure children's participation in sport is enjoyable and safe.

### **Desirable criteria**

- A recognised qualification in project management/event management
- An understanding and knowledge of child protection and safeguarding policies and procedures and their applicability in sport
- Knowledge and understanding of organisational governance and legal compliance
- Knowledge of and interest in Gaelic Games
- Experience of working in the voluntary sector
- Negotiation and influencing skills