



CUMANN CAMÓGAÍOCHTA ULADH

PERSONNEL SPECIFICATION

JOB TITLE: Ulster Camogie Regional Development Coordinator

RESPONSIBLE TO: Ulster Camogie Council

HOURS: Minimum of 37½ hours per week.

DURATION OF THE POST: Initial 6 Month Period (Further extension due to Funding confirmation)

	Essential	Desirable
Qualifications	<p>* A degree qualification (or equivalent) in sports management or sports development or which can be proven relevant to the post.</p> <p>*A Foundation level Camogie/Gaelic Games Coaching Qualification</p>	<p>A postgraduate degree in Sports Management or Sports Development</p> <p>A Level One Camogie/Gaelic Games Coaching Qualification</p>
Relevant Experience and Knowledge	<p>*2 years full time experience (or part time equivalent) experience in sports development</p> <p>*2 years full time experience (or part time equivalent) of administration including the development and implementation of procedures.</p> <p>*Demonstrable experience of developing initiatives at club level.</p> <p>* Demonstrable experience of monitoring and delivering on project outcomes.</p> <p>Demonstrable experience in the preparation and presentation of reports and recommendations.</p> <p>Competent in the use of Microsoft Office(including Word, Excel and Powerpoint)</p>	<p>**1 years full time (or part time equivalent) in managing staff and/or volunteers</p> <p>Demonstrable experience of developing and working in partnership with bodies such as local authorities, education and community groups</p> <p>Knowledge of the governance and structures of Ulster Camogie.</p> <p>Competence in the use of software packages for business purposes, website maintenance and social media sites.</p> <p>Knowledge and understanding of funding issues and standards of accountability expected by funding agencies.</p>
Special Aptitudes	Demonstrable written and oral presentation skills.	

	<p>Demonstrable management and decision-making skills.</p> <p>Excellent organisational and planning skills with the ability to manage conflicting demands</p> <p>Ability to work under pressure and meet tight deadlines.</p>	
Disposition	Excellent interpersonal skills and ability to work as an individual or part of a team.	
Circumstances	<p>* Access to a form of transport which will permit the applicant to meet all the requirements of the post in full.</p> <p>* Able to regularly work unsocial hours including evenings and weekends.</p> <p>* Able to regularly undertake travel including overnight stays when required.</p> <p>Satisfactory AccessNI Disclosure</p>	

Please Note:

*Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of essential criteria * will go forward to the next stage in the recruitment and selection process.

** Desirable criteria may also be used for shortlisting purposes.

All other essential and desirable criteria will be assessed by selection test and/or interview.

All applications should be posted to

Ulster Camogie Monitoring Officer
8-10 Market Street
Armagh
BT61 7BX

The closing date for the receipt of applications is 12 noon on Wednesday 12th June

Anticipated interviews for shortlisted candidates is Wednesday 19th June