



**THE  
CAMOGIE  
ASSOCIATION**  
An Cumann Camógaíochta

## **Office and Communications Administrator**

### **Job Description**

The Camogie Association is looking for a dynamic, energetic and positive person to join our team. The successful candidate will be reporting to the Operations Co-ordinator and will link in with all departments within the organisation. The Office and Communication Administrator's primary responsibilities are:

#### **Key duties and responsibilities**

- Dealing with all correspondence and telephone calls to and from the Association, replying to same on behalf of the Ard Stiúrthóir or redirecting to the appropriate section.
- Provide advice/assistance on a daily basis to people with queries on administrative aspects of the Official Guide and/or Mandatory Procedures and Binding Codes
- Organise meetings, travel and accommodation and attend meetings, where applicable
- With the Operations Co-ordinator, provide administrative support relating to:
  - Events and operational planning and delivery.
  - information and data management;
  - database and file management;
  - facilities management;
  - office supplies;
  - financial administration, including purchase order system;
- With the National Fixtures Administrator, issue correspondence to members relating to Garda E-vetting and maintain records thereafter.
- The successful applicant will be required to comply with Garda/PSNI vetting clearance in advance of taking up the position.
- Maintain and update the Central Office non-membership contacts database in line with data protection policy.
- Provide Support to Ard Chomhairle, its Sub Committees, members and outside agencies where applicable including specifically the National Transfers Hearings and Disciplinary Committee and the National Final Appeals Committee

- Work with the Communications Manager on updating content to [www.camogie.ie](http://www.camogie.ie) and the Camogie Association's social media.
- Work closely with the Communications Manager and the Operations Co-ordinator on:
  - Publication production
  - Launches/announcements
  - Liaison with commercial and charitable partners' events and support administration of their promotional activities
  - PR activities
- Undertake any other responsibilities as defined from time to time by the Ard Stiúrthóir. This job description is not exhaustive and may change with the needs of the Association.

**Essential Criteria:**

- 2-3years experience in a similar role.
- ECDL Qualification or Equivalent
- Excellent Organisational Skills.
- Excellent business writing and proof reading skills.
- Ability to work as a team but also on own initiative.
- Ability to multi-task and prioritise workload.
- Familiarity with social media platforms.

**Desirable Criteria:**

- A third level degree or FETAC award in a relevant field.
- Hands on experience in small/ medium organisation in a team setting.
- Experience in working with community and Voluntary groups.
- A knowledge of Gaelic Games Structures.
- Communications Qualification

Salary is on a scale of **€25,000-€32,000 per annum.**

The post is based in the Camogie Association offices in Dublin. The post operates in a team environment and the post holder will be expected to work in a collaborative way with staff and volunteer colleagues.

From time to time the post requires an element of working unsocial hours including weekend work and travel. A time off in lieu system is in operation.

To apply for this job please fill out the accompanying application form, CV's and cover letters **will not be accepted.**

Deadline for receiving completed application forms will be **Friday the 8<sup>th</sup> September 2017.**

A shortlist of selected candidates will be invited to attend for Interview in Croke Park on Wednesday the **20<sup>th</sup> September 2017.**