

## **The Camogie Association - Female Referee Academy**

### **Job Specification - Servicing Officer**

**Date: 29/11/2021**

The key purpose of this role is the administration, communication, planning, delivery and reporting of the Camogie Association's New Female Referee Academy Programme in 2022/2023, a programme that is being funded through the Sport Ireland Women in Sport fund.

This role will report to the Referee Education & Development Coordinator of the Camogie Association.

#### **Rate of Remuneration:**

Year 1 - 240 hours max, at a rate of €12.50 per hour.

Year 2 - 240 hours max, at a rate of €12.50 per hour

Mileage will be paid at 50c per mile.

Laptop and mobile provided.

#### **Pay Intervals:**

Hours of work as submitted and approved by line manager on time sheet.

Mileage claimed must be submitted and approved by line manager on expenses claim sheet.

Normal start time: Flexible

Normal finish time: Flexible

Key responsibilities include:

1. Understanding and knowledge of the Female Referee Academy Programme.
2. Communication (emails, phone calls and development of social media content) with all units (Provincial, County & Club) around the launch of the Female Referee Academy Programme each year.
3. Act as the point of contact for receipt of application forms from persons wishing to participate in the Female Referee Academy programme.
4. Compile a data base of Referees and Referee Mentor data within GDPR guidelines.
5. Communicate with successful and unsuccessful referees regarding application process.
6. Communicate with successful referees and Referee Mentors in relation to training days, activities, and requirements.
7. Act as point of contact and liaison for all participating referees and referee Mentors regarding any issues that arise.
8. Send notification of requirements and deadlines to referees and referee Mentors when required.
9. Consolidate female referee database for Camogie Association and Sport Ireland reports on receipt of application forms.
10. Coordinate the development and delivery of participant packs to all participants, both female referees and mentors prior to start of the Programme.
11. Communicate with Female Referees and Mentors in relation to steps of the Programme and follow-up.

12. Assist National Staff in the running of National Referee Academy training days, both in person and on-line.
13. Assist National Staff in the communication and planning of Female Referee Academy Programme and Mentor review.
14. Communication with all units (Provincial, County & Club) around the launch of the Female Referee Academy Programme for 2022/2023.
15. Carry out similar role in year two as in year one.
16. Updating website with relevant information.
17. Prepare periodic reports for the Referee Education and Development Coordinator, in line with NDP requirements.
18. Plan, manage and implement a media/social media campaign in conjunction with the communication function to promote and highlight the Female Referee Academy Programme
19. Undertake any other duties as required, commensurate with the role, and as directed by the Referee Education and Development Coordinator.

**Key Skills Required:**

- Strong communications and interpersonal skills.
- Experience in planning and co-ordination of projects, from start to completion, and review/ reporting / evaluation
- Ability to work to tight deadlines in a fast-paced environment and to manage priorities.
- A problem solver who adapts to challenges.
- Computer literacy and a high level of Excel expertise.
- Time management skills.
- Self-starter, ability to work on own initiative.
- Team player.
- Strong work ethic.
- Good knowledge and understanding of the Camogie Association structures and environment
- Experience in preparing and writing reports.

**Application:**

Please send Cover Letter clearly indicating the post you are applying for and Curriculum Vitae by email to : [jobs@camogie.ie](mailto:jobs@camogie.ie)

Candidates must demonstrate in their application that they possess the essential elements applicable in the key skills specification.

Interviews for this position are scheduled to take place on Friday 10<sup>th</sup> December online.

**Closing date 12 noon on Monday 6<sup>th</sup> December 2021**

Equal opportunities employer