**The Camogie Association – Coaching Courses Servicing Officer**

Job Specification - Servicing Officer

Date: 19/09/2022

The key purpose of this role is the administration, communication, co-ordination, delivery and reporting of the Camogie Association’s Coaching Schedule in Q4 2022 (September -December), and planning for Q1 2023 (January to April 2023).

The Camogie Association Coach Education and Development Series is a vital element of the delivery of the National Development Plan, and continuing education and development of Camogie across Ireland and Internationally.

This role will report to the Technical Development and Participation Manager of the Camogie Association.

Plans for Q4 2022 include roll out of the following courses, programmes and initiatives:

* Introduction to Coaching Gaelic Games
* Award 1,
* Coaching Teenage girls,
* Building a Coaching World with Paul Kilgannon,
* Engagement with GAA Coach Education opportunities,
* GAA Coaching conference,
* Developing a Shared Mental Model in Irish Sport,
* Camogie Coach Developer upskilling day

**Rate of Remuneration:**

2022 - 360 hours max, at a rate of €12.50 per hour.

The possibility of extending with an additional maximum of 100 hours, may be considered, by agreement of both parties.

Mileage will be paid at 50cper mile.

Laptop and mobile provided.

**Terms and Conditions**

* Hours of work as submitted and approved by line manager on time sheet/ Time management System.
* Mileage claimed must be submitted and approved by line manager on expenses claim sheet.
* Normal start time: Flexible
* Normal finish time: Flexible
* Work Location: Flexible.
* Must have excellent broadband to facilitate co-ordination of Microsoft Teams and Zoom meetings and training sessions.
* Full Clean Driving License and Access to own Transport, with appropriate insurance

**Key responsibilities include:**

1. Understanding and knowledge of the Camogie Association Coach Education and Development Offerings.
2. Communication (emails, phone calls and development of social media content) with all units (Provincial, County & Club)
3. working with the Commercial and Communications Team to promote the Coaching programmes available
4. Act as the point of contact for receipt of application forms from persons wishing to participate in any of the coach development courses/ modules available.
5. Compile a data base of qualified Coaches within GDPR guidelines.
6. Communicate with successful and unsuccessful individuals regarding application process.
7. Communicate with successful individuals in relation to training days, activities, and requirements.
8. Act as point of contact and liaison for all participants regarding any issues that arise.
9. Send notification of requirements and deadlines to coach education and development tutors when required.
10. Consolidate coaching database for Camogie Association and Sport Ireland reports on receipt of application forms.
11. Coordinate the development and delivery of participant packs to all participants, and tutors prior to start of the Programme.
12. Communicate with all participants and tutors Mentors in relation to steps of the Programme and follow-up.
13. Assist National Staff in the running of Coach education and Development training days, both in person and on-line.
14. Assist National Staff in the communication and planning of Coach Education and Development Programme review.
15. Updating website with relevant information.
16. Prepare periodic reports for the Technical Development and Participation Manager, in line with NDP requirements.
17. Plan, manage and implement a media/social media campaign in conjunction with the communication function to promote and highlight the Coach Education and Development Programme.
18. Undertake any other duties as required, commensurate with the role, and as directed by the Technical Development and Participation Manager.

**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

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 week beginning 26th September online.

Closing date 12 noon on Monday 26th September 2022

The Camogie Association is an Equal opportunities employer