

## Candidate Information

<b>Position:</b>	GAA Development Officer (10 months), Queen's Sport
<b>School/Department:</b>	Queen's Sport
<b>Reference:</b>	19/107411
<b>Closing Date:</b>	Monday 29 April 2019
<b>Salary:</b>	£24,028 - £27,831 per annum (potential to progress to £29,514 per annum through sustained exceptional contribution)
<b>Anticipated Interview Date:</b>	Wednesday 15 May 2019
<b>Duration:</b>	approx 10 months

### JOB PURPOSE:

The post holder is responsible for assisting with the development of Queen's GAA and Queen's GAA Academy. These responsibilities include assisting in the delivery of a GAA development plan in partnership with the GAA, Ulster GAA Council, QUB GAA Clubs, Students' Union, Gaelfast, Queen's Sport and GAA Alumni to include performance, development, participation, administrative and recruitment led activities. Other key aspects of the job will include servicing a network for fundraising, club administration, coaching, and student volunteering contributing fully to the sports development team within Queen's Sport.

### MAJOR DUTIES:

1. Organise the delivery of a comprehensive GAA development plan which will include the co-ordination of the Queen's GAA Academy as one of its elements in partnership with the GAA, Ulster GAA Council, QUB GAA Clubs, Students' Union, Gaelfast and Queen's Sport.
2. Working as part of the Queen's Sport team to help develop, co-ordinate and promote the GAA Academy in line with the Strategy for Sport which includes co-ordination of Academy events and programmes in partnership with relevant staff.
3. Work alongside the Performance Sport Manager, Participation and Wellbeing Manager and Alumni groups to oversee a sustainable coaching network, including Head Coaches to support all Men's and Women's GAA Teams and assist in the selection or retention process.
4. Assist with the delivery of an engaging GAA recruitment strategy aimed at school leavers and postgraduates in order to attract high achievers in sport and academia.
5. Co-ordinate GAA training and competition requirements for all Performance and Participation Teams.
6. Co-ordinate the Queen's GAA Sean O'Neill Scholarship process and assist with the effective delivery of services to the athletes via the GAA Academy.
7. Assist with corporate fundraising opportunities for Queen's GAA Academy and Student Clubs establishing strong links with alumni and external partners to increase levels of sponsorship and donations to the GAA Foundation.
8. Deliver an innovative programme of 'Participation GAA' as part of Active Campus to attract new participants at all levels and create pathways for continued participation within student clubs e.g. social GAA, intra mural competitions, etc.
9. Enhance and sustain female sport using GAA Clubs and targeted initiatives.
10. Assist with developing links with local schools and clubs to promote GAA at Queen's and links with Queen's Recruitment to identify prospective students.
11. Liaise with the Student's Union Clubs and Societies Co-ordinator and Sports Clubs Development Officer to ensure the Queen's GAA Clubs adhere to the new Club Development Pathway that promotes areas of best practice.
12. Provide mentoring support for Student Club Officers, Club and Academy members.
13. Ensure Health and Safety policies and procedures are adhered to by Queen's GAA Clubs in order to guarantee a safe, effective and friendly environment at all times.
14. Encourage and promote the involvement and development of student volunteers through the establishment of a volunteer plan alongside colleagues in the Students' Union.
15. Assist with strengthening the Queen's GAA Club structures in partnership with Ulster GAA Staff to identify development opportunities for volunteers including coaching, refereeing etc.

16. Periodically update all stakeholders, including Queen's Sport, as required with progress reports and work programming schedules.
17. Ensure the implementation of effective monitoring and evaluation systems for work programmes.
18. Maintain current knowledge of Governing Body and other relevant agencies programmes, policies, guidance and advice e.g. Ulster GAA Council, GAA, CA, BUCS, SSI etc.
19. Respond to general enquiries and deal efficiently with the administration requirements of the post.
20. Commit to a programme of Continuous Professional Development (CPD) to ensure delivery and innovation of the highest levels. Undertake any other duties as required and assist with general sports development initiatives or events.

**Planning and Organising:**

1. To organise the delivery of GAA events to include student led, alumni re-unions and Queen's Sport initiatives
2. Plan and allocate work and responsibilities over the short-medium term, with an awareness of longer term issues.
3. Use discretion to determine priorities and resolve conflicts to meet targets and deadlines.
4. Implement plans, taking into account issues such as cost and timescale to ensure effective operation on a day to day basis.

**Resource Management Responsibilities:**

1. Assist with the management of the equipment inventory for student clubs.

**Internal and External Relationships:**

1. Liaise with relevant staff and student officers to agree facility availability and access for the delivery of all sessions.
2. Act as main point of contact with CA, Ulster GAA Schools, Ulster Council GAA and external agencies to ensure effective use of facilities for GAA centred activities.
3. Represent Queen's Sport and relevant events and conferences.

**ESSENTIAL CRITERIA:**

1. Relevant academic/vocational qualifications at ONC/OND, A Levels, NVQ level 3.
2. A minimum of 4 years' sports-related experience in a paid or voluntary capacity, ideally in a range of environments including schools/clubs/community/third level settings.
3. Experience of involvement in sporting club activity within a university or third level sector.
4. Good knowledge of GAA at schools and third level.
5. An understanding of Long Term Athlete Development (LTAD) and the link with Scholarship athletes at third level education.
6. Understanding the needs of target groups including females and the student population.
7. A sound understanding of Child Protection and Health & Safety principles, policies and procedures.
8. Well-developed IT skills including WORD, EXCEL, POWERPOINT and WEB.
9. Excellent written and verbal communication/presentation skills.
10. A knowledge of local and regional GAA structure.
11. Well-developed time management skills including the ability to set and meet deadlines and to prioritise work.
12. Ability and willingness to work unsociable hours, including evenings and weekends.
13. Available and willing to undertake training necessary for the post.
14. Ability to work alone and as part of a team.
15. Current clean driving licence and use of a car.