

Position	<b>Games Promotion Officer</b>
Role Summary	The post holder is responsible for the management, co-ordination and delivery of Games Development Plan for Belfast/County. It is focused on raising and further developing the profile of the Gaelic Athletic Association (GAA) among the target groups of young people, their parents and their community in order to increase participation in playing or involvement in Gaelic games. It will centre on enhancing existing partnerships and forging new relationships between schools and the GAA, initially focusing on primary and post primary schools, including the delivery of a high-quality sporting programme of games, while supporting clubs to improve their coaching standards and player skills. This approach is in line with the National Games Development Plan for the GAA.
Reporting	The post holder will report to the Regional Games Development Manager.
Employer	Antrim GAA
Initial Base Location	St Marys University College, Belfast, BT12 6FE
Type of Contract	Temporary, 6 months with potential extension
Salary Range	£23k per annum
Hours	40 hours per week or such additional hours as may be required in order to satisfactorily fulfil the duties of the post.
Flexibility	The post holder would need to be flexible to work evenings and weekends in addition to daily activities and will be expected to travel as per the requirements and responsibilities of the role.

Closing date for applications, 5pm on Tuesday 05<sup>th</sup> October, 2021.

### Main Duties and Responsibilities

1. To organise, coordinate and implement (where necessary) Games Development Project(s) for the following as outlined by the Games Development Manager:

(a) Games Opportunities	A regular programme of games appropriate to age and ability of the various playing groups at Child/Primary, Youth/Post Primary, and Adult/Third Level.
(b) Skill Development Opportunities	Coaching and skill development initiatives appropriate to the age and ability of the various playing groups at Child/Primary, Youth/Post Primary, and Adult/Third Level.
(c) Education Programmes	Programmes of courses and workshops appropriate to the requirements of coaches, administrators and referees to fulfil their various functions.
(d) Support Initiatives	Initiatives to support and sustain the development of Gaelic games in clubs, schools and wider community.

2. To report on the implementation of the project(s) on a regular basis, and particularly ensure that data relating to the implementation of the project(s) is available on a quarterly basis through the use of a Management Information System (MIS).

3. To maintain key lines of communication with project stakeholders to ensure the successful completion of the project(s).

4. To role model the vision, ethos and mission of the GAA and particularly Antrim County and under direction from the Games Development Manager, work with a wide variety of stakeholders to ensure the delivery of a quality and effective Gaelic games plan initially within primary schools, and later with secondary schools, which is aimed at complementing the development and participation within clubs.

5. To liaise with Provincial and County Games Development Personnel and attend meetings and personnel training as required, to support the development of the function and the role.

6. To maintain key lines of communication with Clubs, Schools and Community organisations, in particular Cumann na mBunscoil, to ensure the effective promotion of Gaelic Games.

7. To complete any other duties as may be reasonably be assigned by the Games Development Manager.

**Note:**

***This is not intended to be a comprehensive list of all the duties involved in the post and may be unilaterally amended at the direction of the employer; consequently the employee may be required to perform other duties appropriate to the post as assigned to them at any stage.***

# Personnel Specification

**Title of Post**                      **Games Promotion Officer**

## Note to Applicants

1. You must clearly demonstrate on your application form how you meet the required criteria as failure to do so may result in you not being shortlisted.
2. You should clearly demonstrate this for both the essential and desirable criteria.
3. Shortlisting will be carried out on the basis of the essential criteria as set out below, using the information provided by you on your application form.
4. Please note that Antrim County Board reserves the right to use any or all of the desirable criteria, outlined below in section 2, at shortlisting. Therefore, you must clearly demonstrate on your application form how you also meet the desirable criteria.
5. Proof of qualifications and other relevant documentation is required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

## Section 1: Essential Criteria

Some of the essential criteria below will initially be measured at Shortlisting stage although may be further explored during the interview stage.

<p>1. Minimum qualification of Primary Honours degree and at least two years' experience of coaching and/or sport development in a paid or voluntary capacity within the GAA or another similar sporting organisation.</p> <p style="text-align: center;">OR</p> <p>At least five years' experience of coaching and/or sport development in a paid or voluntary capacity within the GAA or another similar sporting organisation.</p>	<p><b>Shortlisting Stage</b></p>
<p>2. Hold a Level 1 Award GAA Coaching Qualification and demonstrate detailed knowledge of the GAA's overall coaching schemes and initiatives.  <small>1 This qualification must be attained by the date of application.</small></p>	<p><b>Shortlisting Stage</b></p>
<p>3. Good knowledge and experience in the full use of Microsoft Office software including strong knowledge on Word, Excel and PowerPoint.</p>	<p><b>Shortlisting Stage</b></p>

## Section 1: Essential Criteria (Continued)

<p>4. Hold a current full driving licence which is valid for use in the UK &amp; Ireland and have access to a car on appointment. This criterion will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Association which will permit them to carry out the duties of the post.</p>	<p><b>Shortlisting Stage</b></p>
<p>6. Excellent communication and presentation skills (verbal and written), strong negotiating and influencing skills with ability to work in highly pressurised situations and deadlines.</p>	<p><b>Interview Stage</b></p>
<p>7. Proven track record in project management including programme planning and evaluation, demonstrable ability to effectively manage multiple projects and deadlines</p>	<p><b>Interview Stage</b></p>
<p>8. Excellent relationship and conflict management skills; ability to be flexible and handle challenging situations</p>	<p><b>Interview stage</b></p>

## Section 2: Desirable Criteria

Desirable criteria will only be used where it is necessary to introduce additional job-related criteria to ensure recruitment files are manageable. You should therefore make it clear on your application form how you meet the desirable criteria. Failure to do so may result in you not being shortlisted.

1. A Level 2 GAA Coaching Qualification.
2. Experience of coaching and development in Gaelic games within a school and club environment.
3. High standard of spoken and written Irish

### **Vetting**

As part of the Recruitment and Selection process, it will be necessary for Antrim County Board to carry out an enhanced check through Access NI before any appointment to this post can be confirmed.

*Canvassing either directly or indirectly will be an absolute disqualification for appointment.*

*The GAA is an Equal Opportunities Employer.*

**Note. Applicants that meet the shortlisting criteria will be invited to plan, lead and deliver a safe and enjoyable practical assessment with children. Those Applicants that meet the required standard will then progress to interview stage.**