



Provincial Growth and Participation Co-Ordinator

Ulster Camogie is working in alignment with the Camogie Association National Development Plan, *Our Sport Our Future*.

The post holder will be part of the Development Team reporting to the Administration Manger and will develop, manage and support Camogie participation and growth initiatives that support the development of new and existing clubs, and counties of the Province.

A key responsibility will include the growth of development initiatives with Ulster GAA, focusing on developing Counties and areas.

The post holder will be an employee of Ulster Camogie Council, supported by funding from the Camogie Association.

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.

The nature of this post requires working unsocial hours including evening and weekend work and travel.

The office base for the Post is Ulster GAA Offices based at Abbey Street Armagh.
The post is offered until March 2025 with extension subject to approval of funding.

The successful applicant must have a valid driving license; access to their own transport and will be required to comply with PSNI vetting clearance and Safeguarding in advance of taking up the position.

Salary: Salary £25,000pa

Expenses such as travel, overnight accommodation where required and other allowable expenditure will also be paid, in line with policies.

Annual Leave will be 24 days (which will include Christmas week) in addition to 10 public holidays

Other terms and conditions include:

- Pension contribution from Ulster Camogie and subject to employee contribution, in line with government guidelines.
- The working week is 37.5 hour per week.

- A time in lieu facility (TOIL) for work in excess of weekly contracted hours.

JOB DESCRIPTION

Job Title	Provincial Participation and Growth Co-ordinator
Responsible to	Administration Manager
Contract Duration	Until March 2025 with further contract subject to funding.
Probationary Period	6 months
Hours of Work	37.5 hours per week
Salary	£25,000pa -
Location	Based in Ulster GAA Offices, Abbey Street Armagh

1. Liaise and collaborate with national programs and initiatives under the Camogie Association's National Development Plan, including officer development initiatives for counties and clubs.
2. Liaise/support the organizing committee of the World Games.
3. Deliver Participation and Growth initiatives in line with Sport NI Strategy 'The Power of Sport' 2021-26
4. Engage with local authority sports development units in Newry, Derry and other external stakeholders.
5. Recruit, support and sustain volunteers in development of new camogie hubs and clubs.
6. Identify the needs of the coaches, referees and volunteers in terms of CPD within the focus areas, and wider counties, and support and facilitate delivery of courses/ initiatives to meet these needs including those in accordance with the Camogie Association's National Development Plan
7. Update and maintain Data Base of all qualifications attained by Coaches, Referees and Volunteers within the focus areas and wider county with a view to future delivery of relevant appropriate CPD initiatives to support and enhance groups. This is part of a wider database for Ulster Camogie.
8. Monitor and report on active coach data and membership trends across the Focus areas and wider counties.

9. Monitor and report on development initiatives, activities and games programs, within focus areas and wider counties, that are appropriate to the age and ability of the various playing groups, in accordance with the Camogie Association's National Development Plan.
10. With the Provincial Council Development Officer, co-convene the Provincial Network of County Development Officers.
11. Engage with the Provincial Post Primary Council and Engage with Cumann na mBunscoil in relation to possible development initiatives.
12. Maintain key lines of communication with clubs and schools to ensure the effective promotion of Camogie through Club School links.
13. Assist in managing all budgetary aspects of the role.
14. Produce plans, reports and attend regular meetings to report on KPI's, developments and burning issues with Ulster Executive members and line managers.
15. Attend regular meetings with the National Development Team and other Ulster staff employees. Reporting to Ulster Camogie Administration Manager with links to National Camogie.
16. Represent Camogie at internal and external events to raise the profile of Camogie in Ulster.
17. Undertake any other duties as requested by the Ulster Camogie Council. Candidates should note that this list does not represent an exhaustive list and is subject to change as the job requires

A staff member's job description forms part of her/his contract of employment.

The roles and responsibilities of staff may change subject to the business needs of Ulster Camogie Council, in consultation with the staff concerned.

Person Specification

Essential

- A minimum of 1 year professional experience in a similar role
- The ability to establish strong effective relationships with key stakeholders including volunteers, colleagues and sponsors.
- A high level of proven organizational ability
- A proven strategic thinker
- Good administrative and IT skills
- Excellent communication skills – verbal, written and presentational
- Experience of working as a team member
- Be a dynamic self-starter with a proven ability to work independently
- A flexible approach

- Access to a form of transport that will permit the applicant to meet all the requirements of the post in full

Desirable criteria

- Third level degree in sport and recreation development or relevant area
- Experience of working with community and voluntary organisations
- Experience of working in the sports sector (Gaelic games would be an advantage)
- Knowledge of the Camogie Association and its structures.