**Cavan GAA**

 **(Coiste Bhreifne Úi Raghallaigh)**

Recruitment For the Positions

of

games development officer(s)

Games Promotion Officers

KINGSPAN BREFFNI

Closing Date for REceipt of APPLICATIONS:

5pm- monday 6th February 2023

###

### **The Competition:**

Applications are invited for the positions of Games Development Officer and Games Promotion Officer with Cavan GAA. The positions are to be filled on a twelve month fixed term contract initially. While it is anticipated that the posts will require to be filled on a longer term basis, the initial filling on a contract basis is an interim measure pending the outcome of an ongoing review into the employment of coaching staff generally being conducted nationally by the GAA. Applicants may apply for either or both posts using a single application form. Applicants should tick the appropriate box on the front page of the application form to indicate the posts they are interested in being considered for. Applicants should note the variations in eligibility criteria between the two posts.

### **The Role: Games Development Officer**

The Games Development Officer is responsible for the implementation of GAA Games development policy within a region of the county. He/she will organise and coordinate the development of games opportunities, skill development initiatives, education programmes, and other support initiatives within their area of responsibility.

### **Duties and Responsibilities: Games development officer**

The person employed shall have overall responsibility for the following tasks:

1. Organise and coordinate the development and provision of the following for the region or code:

**Games Opportunities**: A regular programme of games appropriate to the age and ability of the various playing groups at child/primary, youth/secondary and adult/third level.

**Skill Development Initiatives:** Coaching and skill development initiatives appropriate to the age and ability of the various playing groups at child/primary, youth/secondary and adult/third level.

**Education Programmes:** A programmes of courses and workshops appropriate to the requirements of coaches, administrators and referees to fulfil their various functions in a games development context.

**Support Initiatives:** Initiatives to support the development of a sustainable sports system by managing the identification, recruitment, and training of key personnel within clubs, schools, and counties to effectively develop Gaelic Games in the community.

1. Support the implementation of activities through practical inputs where required.
2. Report on implementation of activities on a regular basis, and particularly ensure data relating to the implementation of activities is available on a quarterly basis through use of the GAA Games Development Information Management System (MIS).
3. Maintain and manage the activities within assigned clubs keeping key lines of communication with clubs, schools and relevant community groups, in particular fellow staff members & Cumann na mBunscol, to ensure the effective promotion of gaelic games through club, school and community links.
4. Implement an annual audit of clubs and schools in the region in relation to player development, coaching standards, facilities and resources and work with the county board team in the development of new units across in line with the county development plan objectives.
5. 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. Complete any other duties as may reasonably be assigned by the County Games Development Manager, Designated County Officer, or the County Games Development Committee.

### **the Role: Games promotion Officer**

The Games Promotion Officer is responsible for the delivery of schools GAA coaching programmes, easter/summer camp coaching, community and disability development work, and other club development initiatives.

### **Duties and Responsibilities: games promotion officer**

The person employed will be required to deliver schools GAA coaching programmes, afterschool programmes, easter/summer camp coaching, community & disability development work as well as club development initiatives. He/she will be contracted to work at locations throughout the County at the Games Development Manager’s discretion and direction. He/she will be required to carry out administrative duties and attend GAA and generic coaching courses and conferences. Evening and weekend work will form part of the rostered working week.

**Qualifications for the Posts**

### **CHARACTER**

Candidates must be of good character.

### **Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. The successful candidates will be required to undertake a medical examination prior to appointment.

### **EDUCATION, experience, training & Skills– Games Development Officer**

Candidates shall:

**(a)** Have a third level qualification relevant to the role

**(b)** Have achieved a GAA Coaching Award Level 1 or equivalent

**(c)** Have at least 3 years of experience of working in the GAA or similar organization (either in a voluntary or professional capacity

**(d)** Hold a full current driving licence for category B vehicles and have access to a suitable means of transport

The ideal candidate will be required to demonstrate through his/her application and at interview:

* Satisfactory work experience relative to the duties outlined.
* A good working knowledge of the GAA’s coaching schemes and initiatives
* Good organizational skills, ability to work as part of a team
* Good administrative, interpersonal, communication, presentation & IT skills
* Ability to build and sustain good working relationships with the various stakeholders and manage conflict
* Ability to effectively manage multiple projects, meet deadlines & adopt a hands on approach to meet targets
* Ability to work and attend evening and weekend meetings/activities in addition to normal day to day activities

### **EDUCATION, experience, training & skills – Games promotion Officer**

Candidates shall:

**(a)** Have a good general standard of education

**(b)** Have achieved a GAA Coaching Award Level 1 or equivalent

**(c)** Hold a full current driving licence for category B vehicles and have access to a suitable means of transport

The ideal candidate will be required to demonstrate through his/her application and at interview:

* Proven experience of coaching children & youths along with experience in developing coaching programmes & session plans.
* Good organizational skills, ability to work as part of a team & take direction
* Good administrative, interpersonal, communication & IT skills
* Ability to work with children, youths and those with disabilities

A third level qualification in a sports related field/previous experience in development squad and summer camp coaching are desirable but not essential criteria to apply for the post.

**details and Particulars**

### **Probation**

Employment will be subject to a six month probationary period. During the probationary period the Employees suitability for, and performance of his/her role will be assessed. The employer may at its discretion extend the employees probationary period by an additional period of up to five months. Where service during the probationary period, or such extended period as is granted by the employer, is deemed unsatisfactory the employer shall terminate the employment.

### **Remuneration:**

Games Development Officer – €30,000 per annum

Games Promotion Officer – €25,000 per annum

The above remuneration may be varied to reflect past relevant experience of successful candidates

### **Working Hours**

The working week shall be 39 hours. The hours of work will be based on a five over six day roster (Monday to Saturday) as agreed with the employee’s supervisor. The hours of work will include evenings as determined by the duties allocated to the employee by his/her supervisor. Given the nature of the employment, the employee may be required to work additional weekly hours on occasion. Where the employee is required to work hours outside the normal working week time in lieu will apply.

### **Annual Leave:**

The Employee will be entitled to 20 days annual leave plus bank holidays

### **Residence:**

The Employee will be expected to reside at an address within a reasonable distance of his/her place of work.

### **GARDA VETTING**

Prior to appointment the successful candidate will be required to comply with Garda vetting requirements.

### **PENSION Contribution**

The Employer does not operate an occupational pension scheme. The Employer will facilitate access to a Personal Retirement Savings Account.

### **sHORTLISTING**

Candidates may be shortlisted for interview using pre-set criteria on the basis of information supplied on the candidate’s application form. Candidates may be called for interview for one or both posts. It is important therefore that the candidate provides a detailed account of his/her qualifications and experience on the application form. While a candidate may submit a CV with the application form, only applicants who fully complete the application form will be considered for interview. The Employer reserves the right to hold separate interviews for both posts.

### **interview**

At interview candidates will be assessed under the following headings:

* Knowledge & experience relevant to the post
* Planning & organisational skills, teamwork
* Knowledge of GAA coaching schemes & initiatives
* Personal effectiveness, communication/interpersonal/IT skills

### **closing date**

Completed application forms should be submitted to: The Secretary, Kingspan Breffni, Creighan, Cavan, H12 HX02. The closing date for receipt of applications is 5pm on Monday 6th February 2023. Late applications will not be accepted.