



## **Job Specification: Servicing Officer**

**Date: 29/11/2021**

The key purpose of this role is administration, communication, planning, delivery and reporting of Camogie Association M.N.A (Motivate, Nurture, Aspire) Programme in 2022/2023, the Sport Ireland Women in Sport funded initiative.

This role will report to the Technical Development & Participation Manager.

### **Rate of Remuneration:**

Year 1 - 240 hours max, at a rate of €12.50 per hour.

Year 2 - 240 hours max, at a rate of €12.50 per hour

Mileage will be paid at 50c per mile.

Laptop and mobile provided.

### **Pay Intervals:**

Hours of work as submitted and approved by line manager on time sheet.

Mileage claimed must be submitted and approved by line manager on expenses claim sheet.

Normal start time: Flexible

Normal finish time: Flexible

Key responsibilities include:

1. Understanding and knowledge of the M.N.A Programme.
2. Communication (emails , phone calls and development of social media content)with all units (Provincial, County & Club) around the launch of the M.N.A Programme each year .
3. Act as the point of contact for receipt of application forms from clubs wishing to participate in the MNA programme.
4. Compile a data base of Clubs data and Club M.N.A Mentor data within GDPR guidelines.
5. Communicate with successful and unsuccessful clubs regarding application process.
6. Communicate with successful clubs and M.N.A Mentors in relation to training days and requirements.
7. Confirm attendance of all MNA mentors in advance.
8. Act as point of contact and liaison for all participating clubs and M.N.A Mentors in regard to any issues that arise.

9. Send notification of requirements and deadlines to Clubs and M.N.A Mentors when required.
10. Consolidate female coaches' data base for Camogie Association and Sport Ireland reports on receipt of application forms.
11. Coordinate the development and delivery of Hurl with Me booklets and posters, to all participating clubs prior to start of the Hurl with Me Programme.
12. Communicate with M.N.A Mentors and Coaches in relation to confirmation of completion of the Hurl with Me Programme and next steps.
13. Assist National Staff and Provincial Participation & Growth Coordinators in the running of provincial / regional Hurl with Me Days.
14. Assist Technical Development & Participation Manager, in coordinating and planning of M.N.A Programme Awards Presentation ( All Ireland Final Day).
15. Assist National Staff in the communication and planning of M.N.A Programme and Mentor review in October.
16. Communication with all units (Provincial, County & Club) around the launch of the M.N.A Programme for 2022/3
17. Carry out similar role in year two as in year one.
18. Updating website with relevant information.
19. Prepare periodic reports for the Technical Development & Participation Manager.
20. Plan, manage and implement a media/social media campaign in conjunction with the communication function to promote and highlight the MNA programme
21. 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, including 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](mailto: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 Friday 10<sup>th</sup> December online.

**Closing date 12 noon on Monday 6<sup>th</sup> December 2021**

Equal opportunities employer