**The Camogie Association – Post Primary Camogie Servicing Officer**

Job Specification - Servicing Officer

Date: 19/09/2022

The key purpose of this role is the supporting of coaching development events (Q4 2022), and the administration, communication, co-ordination and reporting of the Camogie Association’s Post Primary fixtures schedule 2022/23 (Q1 2023).

This role will report to the Club and Education Support Co-Ordinator of the Camogie Association.

Duties involve:

* Co-ordination and supporting of teacher/coach training events (Q4 2022)
* Preparation of competition schedules for 2022/23 Post Primary Camogie All Ireland Series (Q4 2022).
* Appointment of match officials to all All-Ireland Series Quarter Finals, Semi Finals and Finals across both Junior and Senior divisions of Post Primary Camogie (Q1 2023).
* Allocation of suitable venues to all All-Ireland Series Quarter Finals, Semi Finals and Finals across both Junior and Senior divisions of Post Primary Camogie (Q1 2023).
* To act as a liaison to schools participating in all All-Ireland Series Quarter Finals, Semi Finals and Finals across both Junior and Senior divisions of Post Primary Camogie (Q1 2023) with regard to fixturing and other queries and requirements may they arise.

Rate of Remuneration:

160 hours max, at a rate of €12.50 per hour.

The possibility of extending with an additional maximum of 100 hours, may be considered, by agreement of both parties.

Mileage will be paid at 50cper mile.

Laptop and mobile provided.

Terms and Conditions

• Hours of work as submitted and approved by line manager on time sheet/ Time management System.

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

• Normal start time: Flexible

• Normal finish time: Flexible

• Work Location: Flexible.

• Full Clean Driving License and Access to own Transport, with appropriate insurance

Key responsibilities include:

1. Understanding and knowledge of the Camogie Association’s competition’s structure

2. Communication (emails, phone calls) with all units (participating schools, National Post Primary Committee)

3. Assisting the Club and Education Support Co-Ordinator in supporting schools in the registration of players upon the Foireann platform

4. Co-ordination of teacher/coach upskilling at participating venues where required

5. Preparation of fixtures calendar for All-Ireland Series Quarter Finals, Semi Finals and Finals across both Junior and Senior divisions of Post Primary Camogie (Q1 2023)

6. Appointment of match officials to all All-Ireland Series Quarter Finals, Semi Finals and Finals across both Junior and Senior divisions of Post Primary Camogie (Q1 2023).

7. Allocation of suitable venues to all All-Ireland Series Quarter Finals, Semi Finals and Finals across both Junior and Senior divisions of Post Primary Camogie (Q1 2023).

8. Event management of Finals venues where required

9. Compiling of match programme information ahead of All Ireland Final fixtures

Key Skills Required:

• Strong communications and interpersonal skills.

• Experience in sports fixturing and games programme management

• Ability to work to tight deadlines in a fast-paced environment and to manage priorities.

• A problem solver who adapts to challenges.

• Computer literacy

• 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

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 week beginning 26th September online.

Closing date 12 noon on Monday 26th September 2022

The Camogie Association is an Equal opportunities employer