**The Camogie Association – Servicing Officer Panel**

Job Specification - Servicing Officer

Date: 24/10/2022

The key purpose of this role is the administration, communication, co-ordination, delivery and reporting of the Camogie Association’s National Development Plan projects.

Successful candidates will form a panel where candidates may be offered a job to work on a particular project over the next 12 months. The number of roles allocated from a panel depend on the number of relevant vacancies that arise in that time period.

These roles will report to the appropriate project manager/coordinator of the Camogie Association.

**Rate of Remuneration:**

2022 – 160 hours max, at a rate of €12.50 per hour.

2023 – 180 hours max, at a rate of €12.50 per hour

An option to extend by up to an additional 90 hours, may be considered by agreement of both parties.

Mileage will be paid at 50c per mile.

Laptop and mobile phone provided.

**Terms and Conditions**

* Hours of work agreed in advance and 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.
* Must have excellent broadband to facilitate co-ordination of Microsoft Teams and Zoom meetings and training sessions.
* Full Clean Driving License and Access to own Transport, with appropriate insurance

**Key responsibilities include:**

1. Understanding and knowledge of the work of the Association
2. Communication (emails, phone calls and development of social media content) with all units (Provincial, County & Club)
3. Working with the Commercial and Communications Team to promote the project/programme via all relevant platforms
4. Managing Applications Process for Programmes/ Courses/ Initiatives
5. Preparation and management of databases within GDPR guidelines.
6. Communication with stakeholders, about and during projects/ programmes.
7. Act as point of contact and liaison for all programme / project participants.
8. Co-ordination of logistics re venues and schedules with relevant leaders/ tutors/ personnel involved in projects when required.
9. Consolidate event/course database for Camogie Association and Sport Ireland reports on receipt of application forms.
10. Coordinate the development and delivery of participant packs to all participants, and tutors prior to start of the Programme/Project.
11. Assist National Staff in the running of course and event days, both in person and on-line.
12. Assist National Staff in the communication and planning of programme, course or event review
13. Prepare periodic reports for the Manager/Coordinator, in line with NDP requirements.
14. Undertake any other duties as required, commensurate with the role, and as directed by the Manager/Coordinator.

**Key Skills Required:**

* Strong communications and interpersonal skills.
* Experience in planning and co-ordination of projects, from start to completion, and review/ 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.

Candidates must be eligible and available to work in Ireland, with all appropriate visas/ permits in place.

**Application:**

Please send Cover Letter and Curriculum Vitae, clearly indicating in the email title **‘Servicing Officer Roles’** 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 1st November online.

Please submit applications no later than **12 noon on Wednesday 2nd November 2022.**

The Camogie Association is an Equal opportunities employer