



## Head of Operations Clare GAA

Cumann Lúthchleas Gael is Ireland's leading sporting and cultural organisation with membership approaching one million people and in excess of 500,000 playing participants at all levels. Inspired by its amateur status and supported by the voluntary efforts of all its members, the GAA devotes its entire resources to the development of Gaelic Games and Culture nationally and in local communities.

Cumann Lúthchleas Gael is now seeking applications from suitably qualified persons for the role of Head of Operations, Clare GAA. The successful candidate will be responsible for working with the county executive to develop the vision and strategies of the GAA within the county and for implementing short and long-term plans to achieve the Association's goals. Reporting to the Office of the Ard Stiúrthóir of the GAA, and the County Chairperson, the Head of Operations will provide direction and leadership to management and staff and oversee the effective development of Clare GAA.

- Support the County Executive in the day to day running of the county to include the management and supervision of full and part-time personnel;
- Ensure that national Association policy is implemented within the county and that all approved policy matters are applied and communicated to relevant stakeholders;
- Embed best in class governance structures in Clare GAA ensuring the highest standards of transparency, integrity, accountability and reporting
- Establish strong communications with Ard Comhairle and associated county, provincial and national bodies;
- Assist the County Chairperson with implementation of the Clare GAA 5 Year Strategic Plan, including the production of an annual operations plan and a framework to enable officers to operate as an effective team;
- Identify and develop partnership and sponsorship prospects for the county with external parties, qualifying those opportunities and developing appropriate approaches to engage the parties professionally, presenting the specific opportunity for support;
- Responsibility for developing and implementing marketing strategies to develop the county commercially and sourcing funding opportunities in conjunction with County Treasurer;
- To act as a conduit between County Executive and Sub-committees by maintaining key lines of communication and build relationships with key local stakeholders and other agencies including recruitment and management of sponsors and partners, and lead a successful county over a sustained period;
- Providing the necessary leadership, management, decision making and organisational skills to enhance the operation of the County Executive;
- Establish, build and maintain key lines of communication with Clubs, Schools and relevant Community groups, to ensure the effective promotion of Gaelic Games through Club, School and Community links;
- To assist the County Treasurer with the management of all financial services/operations ensuring that proper governance is in place;
- To support the County Treasurer in the reconciliation and preparation of the accounts for all entities under the control of the County Committee;
- To assist the Games Development Manager with the implementation of the County Games Coaching Strategy;
- To assist the designated County Officer(s) with the fixtures planning of all codes to ensure a meaningful and balanced programme of games is provided for Child, Youth and Adult players. Responsible for operating the Competition Management System and liaising with the County CCC and other committees to facilitate our games;
- Servicing the needs of our intercounty teams & management teams;
- In accordance with GAA Health & Safety policy, to be responsible for ensuring all match venues throughout the county meet guidelines;
- Make appropriate arrangements for the County Convention and produce an annual report for same;
- Ensure the application of information technology and improved systems of communication to advance the work of the County Executives;
- The role holder will also undertake any other such projects or responsibilities as deemed appropriate.



## Essential Criteria

- A relevant degree (Minimum Level 7 NFQ) or equivalent professional qualification and at least 3 years' experience working in a management role  
**OR;**  
A relevant Higher Certificate (Minimum Level 6 NFQ) or equivalent professional qualification and have worked for at least 5 years in a management role  
**OR;**  
Have at least 6 years' experience working in a senior management role;
- Strong experience of effective financial planning, management and reporting with previous experience of ensuring close adherence to financial and legal governance requirements;
- Exceptional leadership and organisational skills with the ability to foster and implement effective change;
- Proven experience in being able to establish and deliver a strategic plan that will generate outstanding results;
- Demonstrable ability to develop and implement progressive marketing and commercial strategies on behalf of the county;
- Excellent people management skills with the ability to build and maintain strong business and team relationships, and manage conflict;
- Superb stakeholder management skills, including a proven ability to build enthusiasm for commercial or sponsorship opportunities, with an aptitude for brand management;
- Exceptional organisational skills with proven experience in working to tight deadlines and achieving set targets;
- Excellent administrative and IT skills are essential with exceptional attention to detail and efficiency at keeping records;
- Exceptional communication/presentation skills (verbal and written) and interpersonal skills;
- Strong proven ability to work in high-pressure situations, and a willingness to work out of office hours and some weekends;
- An in-depth knowledge of the GAA and its structures;
- A strong interest in and understanding of Clare GAA;
- Demonstrable knowledge and experience of best-practice coaching, learning and development strategies and tools;
- The role holder must have access to a form of transport which will enable them to fulfil their responsibilities in full.

## Desirable Criteria

- At least 3 years' experience of working in the GAA or similar sporting organisation (Voluntary or Professional Capacity).

Candidates interested in the above role should apply by sending an up-to-date cover letter and *Curriculum Vitae* to <https://www.jobs.ie/ApplyForJob.aspx?Id=2068811> on or before 3pm on Friday, 8<sup>th</sup> July 2022.

**The GAA is an equal opportunities employer.**