

LGFA JOB DESCRIPTION –NATIONAL REGISTRATION CO-ORDINATOR

A full time position, with a probationary period of 6 months, extendable to a max of 12 months.

Job Title: National Registration Co-Ordinator	Reports to: Chief Executive Officer
--	--

Job Purpose:

To co-ordinate and manage the registration of all members within the Association.

Key Responsibilities:

Management of Registration Process

- Maintaining an accurate database of clubs
- Checking that all clubs are properly constituted as regards membership
- Setting up new clubs on the registration system
- Supporting clubs, counties and provinces in relation to registrations and any registration issues
- Tracking of underage county players in national competitions from u/14 to adult
- Liaise with GAA IT and support desk in relation to registrations
- Provide reports to CEO, Operations & Planning Manager and National Development Manager as requested
- Approving all registrations

Management of Training and Education on Registration

- Delivery of registration training programme to registrars and system administrators
- Delivery of information webinars on the use and functionality of the registration system
- Ensuring registration resources and information are up to date and available through LGFA website

Management of Registration Information

- Producing reports for counties, provinces and national
- Checking registration of team lists for all national competitions and initiatives
- Checking registrations of delegates for meetings and congress
- Registration of members involved at national level on committees e.g. Management, CODA, etc
- Provide bi-monthly registration number updates to staff to identify red flags in clubs and where potential assistance may be required
- Provide reports to LGFA Grading Committee as requested

Management of Fees

- Liaising with clubs, counties and provinces in relation to registration fees
- Reconciliation of registration fees
- Link with National Finance Officer

Operating as Part of the LGFA team

- Support to other staff in relation to matters outside of registration as required.
- Operate as part of the LGFA team attending meetings, providing input and ideas in the delivery of LGFA plans.
- Provides support to others when required.

To complete any other duties as may reasonably be required of the post.

WHAT IS NEEDED TO CARRY OUT THE ROLE?

Skills and Experience	Essential	Desirable
Qualifications and Attainments	Highly proficient in a range of IT packages, specifically the Microsoft Windows suite and the use of email.	Experience in the use of database systems for the management of complex data.
Relevant Knowledge/ Experience	Minimum 2 years' experience in a service related industry or sports related background dealing with members, volunteers or members of the public where excellent relationship management is the key to success.	
Planning and Organising	Excellent administrative, organisational and planning skills with the ability to be innovative, make decisions work under pressure and meet tight deadlines. Must have the ability to prioritise tasks and at times juggle competing workloads.	
Communications	Excellent interpersonal skills with the ability to demonstrate integrity and develop appropriate working relationships with key partners. Articulate with experience in the writing, submission and presentation of reports or information to a variety of groups. Ability to work as part of a team and motivated to be part of a growing organisation.	Ability to lead and deliver training and development seminars across the country
Accuracy	Ability to pay close attention to detail and achieve a high degree of accuracy ensuring all procedures are completed.	

This Job Description should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the Ladies Gaelic Football Association.