**JOB TITLE:** National Development Officer

*Remit for**Growth and Participation*

**REPORTING TO:** National Development Manager

**PURPOSE:**

Reporting to the National Development Manager and working closely as part of the overall development team to continue the success of the Associations development strategy and programmes. Primarily responsible at a national level for the key area of Growth and Participation. Responsible to deliver and further develop a range of policies and programmes to support each area of focus. Required to liaise across the Association in the delivery of objectives and programmes, providing support to county boards, clubs, provincial councils and international units.

**KEY RESPONSIBILITIES**:

* **Main areas include**
  + In conjunction with the national development manager and the development team, monitor the delivery of the development strategy, reviewing the impact and success of the areas of focus across all regions with an emphasis on supporting the delivery of initiatives, gathering information to identify areas of success and those requiring improvement for input into annual successive plans
  + On an ongoing basis, work with the provinces, through provincial development officers and county structures to maximise the delivery of key objectives of the range of specific national programmes within their remit
  + At a national level specifically responsible for the Growth and Participation area. In line with the Association’s strategic objectives in this area, manage and deliver key programmes such as Gaelic4Girls, Gaelic4Mothers&Others. Inter-firms and Club School Links
  + Required to develop annual implementation plans with clearly defined objectives and measures of success, deliver on objectives, review performance on an ongoing basis and gather information for future development
  + Increase and sustain participation within Ladies Gaelic Football through the creation of new opportunities
  + Responsible for link with GAA in relation to participation initiatives such as Cúl Camps, 5 Star Centre and the Future Leaders Programme
  + Provide development and support to other development officers and team members to ensure the successful implementation of participation and recreational programmes and policies are met across the Association
  + Provide support for clubs, county boards, Provincial Councils and International Units, through training, provision of information and developing strong working relationships
  + Carry out research to identify trends and opportunities to develop and design new innovative initiatives to further support growth and participation
  + To manage additional projects as they arise
  + Provide input into National Development Strategy and support the delivery of programmes as required
  + To complete any other duties as may reasonably be required

**KNOWLEDGE & EXPERIENCE:**

Essential is education to degree level or equivalent 3rd Level qualification which can be proven to be relevant to the post. In addition, a minimum of at least 2 years’ experience in a position responsible for the development and delivery of programmes in a sporting organisation which ideally includes experience of growth and participation. Must have a knowledge and understanding of the background and history of the sport. Strong relationship development and project management skills are required especially externally when dealing with the range of stakeholders across the Association many of whom are volunteers. Competent in use of IT packages and the use of social media platforms to aid in communications.

**INNOVATION:**

High levels of innovation and creativity are required in the development and delivery of the range of development programmes within the roles remit. Innovative solutions are key to ensure the ongoing identification of opportunities and methods to ensure growth and participation initiatives are effective.

**PLANNING & ORGANISING:**

Strong organisational and planning skills with the ability to co-ordinate a range of programmes with varying deadlines. Experienced in project management techniques to monitor and review plans and projects. The role provides a variety of problems to manage. Must be proactive in planning the range of projects and initiatives that must be delivered within specific deadlines, and ensure progress is monitored to ensure the required results are achieved within the agreed timeframe.

**DECISIONS AND RESPONSIBILITY:**

Participates in setting objectives and developing strategies for the key areas of responsibility. Must operate on own initiative to deliver results. Decisions will be guided by agreed objectives. Where necessary will gain approval of the National Development Manager and the CEO. Works in conjunction with other members of the team.

**COMMUNICATIONS:**

Highly developed communication and relationship building skills are required to support the delivery of the range of programmes within the roles remit. Must have the ability to develop relationships and influence the delivery of objectives with a wide variety of stakeholders and the ability to develop good working relationships with a variety of contacts across the Association and its structures both nationally and internationally. Must be highly articulate with the ability to present information both oral and written to a variety of forum. Must be a strong team player and proactively work to support the delivery of objectives through others.