

## LEINSTER LGFA JOB DESCRIPTION –DEVELOPMENT OFFICER

*Three-year contract, with a probationary period of 6 months, extendable to a max of 12 months.*



**Job Title: Leinster Development Officer**

**Reports to: Working as part of the LGFA National Development Team and reporting directly to Leinster Ladies Gaelic Football Association**

### **Job Purpose:**

1. To operate as the Ladies Gaelic Football Development lead within Leinster – *important to note that this is not a coaching role*
2. To support the delivery of the Leinster and County Development Plans in conjunction with provincial and county development officers
3. To review, develop further and implement a strategic framework for ladies gaelic football within the province of Leinster to ensure increased and sustained participation levels and raised standards
4. The creation and implementation of initiatives in the five focus areas of volunteer, club, player, coach and officials development

### **Key Responsibilities:**

#### **Leinster Plan**

- Write & implement development sections of the Leinster Development Plan on annual basis
- Review impact and success of the plan and initiatives annually
- Liaising with County Development Officers and supporting them in their roles
- Updating Leinster Executive committee monthly via development reports
- Roll out of Transition Year Modules in schools
- Provincial Referee Coordinator

#### **Growth & Retention**

- Increase and sustain participation within Leinster ladies gaelic football through the creation of new opportunities
- Develop strong relationships with counties and clubs
- Enhance and build links between schools, colleges and local sports partnerships
- Strategic lead for Nationally developed programmes in Leinster i.e. Gaelic4Girls, Gaelic4Mothers&Others
- Use data to develop insight and shape delivery
- Co-ordinate and implement regional activities such as blitzes, coaching workshops and development programme

#### **Raising Standards & Improving Behaviour**

- Review current coach and referee education, to roll out initiatives to support and develop their skills
- Provide a high-quality volunteer education programme to incorporate coaches, administrators and match officials
- Develop club officers through education programmes to enable them to reach their potential

**Player Development**

- Implementation of the LGFA Player Development Programme with all counties
- Engage with county development officers and coaches to identify gaps in provision of education
- Actively promote the county and club player pathways

**Running the game effectively**

- Implement, monitor and evaluate all programmes
- Develop strong relationships with provincial executive, county boards and clubs

**Building the Development Team**

- Host quarterly provincial development meetings with county development officers and support their education and development
- Attend national development meetings as a key member of the National Development Team

**Funding**

- Signpost clubs and counties on funding opportunities that may become available to implement development plans

**Marketing**

- Support the delivery of targeted campaigns for development programmes and initiatives
- Positively raise the profile of ladies gaelic football in conjunction with the provincial PRO, including promotion of all opportunities on website, through social network and local media.

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

## WHAT IS NEEDED TO CARRY OUT THE ROLE?

The post-holders will be responsible for implementing specific initiatives as directed by the Ladies Gaelic Football Association in the Counties, Clubs and Schools within the Province of Leinster.

Skills and Experience	Essential	Desirable
<b>Qualifications and Attainments</b>	A degree or equivalent 3 <sup>rd</sup> level qualification in a subject which can be proven relevant to the post	<i>Tutor or Training Delivery Qualifications.</i>
<b>Relevant Knowledge/ Experience</b>	<p>1 years' experience within the last 3 years, in a position with responsibility for <u>sports development</u></p> <p>Credible record of working within the structures of a sporting organisation in a professional or voluntary capacity.</p> <p>Competence in the use of information technology, Windows packages including word, access, excel, power point and email.</p>	<p><i>Delivery of Training Programmes.</i></p> <p><i>Understanding of funding issues and standards of accountability expected by public funding agencies.</i></p> <p><i>An understanding of the LGFA Strategic Plan specific to Leinster</i></p>
<b>Planning &amp; Organising</b>	<p>Ability to contribute to the development of a strategic development plan.</p> <p>Experience of organising events requiring the co-ordination of venues and teams of people.</p> <p>Sound organisational and planning skills with the ability to be innovative, make decisions work under pressure and meet tight deadlines.</p>	<p><i>Demonstrable experience in the development and delivery of strategic policy.</i></p> <p><i>Experience in reviewing the progress of projects and gathering key information to inform the development of new plans.</i></p>
<b>Communications</b>	<p>Articulate with experience in the writing, submission and presentation of reports or information to a variety of groups.</p> <p>Excellent interpersonal skills with the ability to demonstrate integrity and develop appropriate working relationships with key partners.</p> <p>Ability to work as part of a team and motivated to be part of a growing organisation.</p>	<i>Ability to lead and deliver training and development seminars across the Province.</i>

<b>Flexibility</b>	<p>Access to a form of transport which will permit the applicant to meet all the requirements of the post in full.</p> <p>Able to regularly work unsocial hours including evenings and weekends.</p> <p>Able to regularly undertake travel including overnight stays.</p>	
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***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 Leinster Ladies Gaelic Football Association.***