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**Job Title:** Provincial Administrator

**Reporting To:** Munster LGFA Executive

**Purpose:**

Responsible for providing secretarial and administrative support to the Provincial Council in the co-ordination of provincial league, championship and schools fixtures. Liaising with a variety of institutions, committees, schools, clubs and the media. Responding to general queries.

**Key Responsibilities**:

* **Fixtures**
* Co-ordination of provincial league, championship and schools fixtures. Ensure there is no overlap or clash in dates
* Reduce traveling times for teams where possible in venue choice.
* Ensure all information relating to fixtures is communicated to the relevant parties in sufficient time to agree arrangements.
* Measure and report back to the council on compliance with fixtures.
* Liaising with the Provincial Council
* Liaising with County Secretaries, schools committees, and regional development officer
* Co-ordinating with National Headquarters
* Corresponding with Counties, Schools, Clubs etc
* Ensure websites and media for reporting on fixtures is up to date and circulated
* **PR/Media**
* Updating Media on fixtures list and upcoming events within the province
* Ensure all uniforms conform to agreements
* Look for opportunities to raise the profile of the sport.
* Respond to queries from media and members of the Association.
* Gathers information for submission to media launches or initiatives
* Ensure national and regional policies remain standardized in their implementation.
* Improve media relations
* **General Administration**
* Provide secretarial and administrative support to the Provincial council
* Look for ways to improve communications and management of information through IT solutions e.g., email, internet the creation and management of databases.
* Maintain and develop website.
* Answer queries from clubs, players, officials etc

**Knowledge & Experience:**

A relevant secretarial qualification with at least three years work experience in a sports related background, ideally with a knowledge or exposure to county board/secretarial structure. Must be highly competent on the range of Microsoft software packages. Must have excellent interpersonal skills and be a strong team player.

**Complexity & Creativity – Problem Solving:**

Must be very flexible as the role requires the management of a diverse number of tasks, which are related to administration issues within and external to the Provincial Council. Must be proactive in planning the operation of specific projects and monitor their operation to ensure deadlines and targets are met. Innovation and self motivation is required to develop new approaches to the management of correspondence and the maximisation of the use of IT and developing good communication networks.

**Decisions & Responsibility:**

Must be able to act on own initiative in the prioritisation and completion of work. Reports to the Munster LGFA Executive, Decisions are guided by standards and practices and agreed objectives. There is scope for interpretation and will discuss major issues with Munster LGFA Executive works in conjunction with other members of the team especially on the completion of projects. Liaises with Munster LGFA Executive

**Communications:**

Excellent communication skills are required to liaise with a variety of external contacts, country secretaries PRO’s PR companies, referees. Must be able to respond to queries and to co-ordinate and transfer information accurately. Must have the ability to develop good working relationships with a variety of contacts both professional and those in a voluntary capacity.

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