



Operations Manager

Wexford 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 the suitably qualified persons for the role of Operations Manager, Wexford 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 with a secondary reporting relationship to the County Chairperson, the role holder will provide direction and leadership to the management and staff and oversee the effective development of Wexford GAA.

Duties and responsibilities shall include:

- Provide the necessary leadership, management, decision-making and organisational skills to enhance the operation of the Management Committee.
- Support the Management Committee in the day to day running of the Wexford GAA.
- Ensure appropriate management and supervision of all full and part-time personnel and ensure adherence to best practice employment guidelines.
- Ensure that GAA policy is implemented within Wexford GAA and that all approved policy matters are applied and communicated to relevant stakeholders.
- Assist the County Executive with the production of an annual operations plan and a framework to enable officers to operate as an effective team.
- Act as a conduit between Management and sub-committees by maintaining key lines of communications and building relationships with key local stakeholders and other agencies including sponsors and partners so as to lead a successful county over a sustained period.
- Establish strong communications with Ard Comhairle and associated county, provincial and national bodies.
- Establish, build and maintain key lines of communication with Clubs, Schools and relevant Community groups, to ensure the effective promotion of the Gaelic Games through Club, Schools and Community links.
- Assist the County Treasurer with the management of all financial services/operations ensuring that proper governance is in place.
- Assist the Head of Games with the implementation of the County Games Development Plan.
- Assist the designated County Officer(s) with fixtures planning of all codes to ensure a meaningful and balanced programme of games is provided for all.
- Work in conjunction with Facilities Manager to allocate an annual maintenance budget and ensure bookings are communicated clearly.
- Service intercounty teams in conjunction with appointed liaison officers.



- Development and implementation of marketing strategies to develop Wexford GAA commercially.
- Assist with the sourcing of funding opportunities in conjunction with the County Chairperson and Cairde Loch Garman to develop partnership and sponsorship opportunities.
- Make appropriate arrangements for the County Board Meetings in conjunction with the County Secretary.
- Make appropriate arrangements for County Convention and produce the annual report.
- Ensure the application of information technology and improved systems of communication to advance the work of the County Executives.
- Undertake any other such projects or responsibilities as deemed appropriate by the County Chairperson/Management Committee from time to time.

Essential Criteria

- Minimum 5 years' experience working in a management role.
- At least 3-5 years' experience of working in the GAA or similar sporting organisation (voluntary or professional capacity).
- A relevant third level qualification (minimum level 7).
- 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.
- Proficiency to develop and implement progressive marketing and commercial strategies.
- Strong people management skills with the ability to build and maintain strong business and team relationships and manage conflict.
- Experience of effective financial planning, management and reporting with previous experience of ensuring close adherence to financial and legal governance requirements.
- Excellent administrative and IT skills.
- Excellent communication/presentation and interpersonal skills.
- Ability to work in high-pressure situations, and a flexibility to work out of office hours and some weekends.
- The role holder must have access to a form of transport which will enable them to fulfil their responsibilities in full.



Desirable Criteria

- An in-depth knowledge of the GAA and its structures with a strong interest and understanding of Wexford GAA.
- Knowledge and experience of developing, coaching strategies and tools.

Application

Candidates interested in the above role should apply by sending an up-to-date cover letter and Curriculum Vitae to jobapplications@gaa.ie on or before 3pm on Thursday, 25th January 2023.

The GAA is an equal opportunities employer.