



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.

### **Venue Manager – Kerry GAA Centre of Excellence**

#### **Based in County Kerry**

The Kerry GAA County Board (Board) wish to recruit a Venue Manager for the Kerry GAA Centre of Excellence (Centre) at Currans, Co. Kerry.

#### **Role Profile:**

The role holder will have responsibility for the management, maintenance, operations and governance of the playing pitches and facilities.

The role holder will oversee the management of all aspects of the venue including operations, facilities, maintenance, budgets, security, pitch management and health and safety standards and procedures. The role holder will promote the use of the Centre, and develop a commercial plan with the objective of maximising the use of the facility and the generation of revenue.

The role holder will be employed on a 39 hour, 5 over 7 day, working week, and will be required to work weekends and evenings.

The role holder shall report directly to the Chairman of Kerry GAA County Board. The role holder will also interact and liaise closely with the Treasurer and Finance Sub-Committee of Kerry GAA County Board, the Centre's Management Committee, Intercounty Team Liaison Officers, Coiste na nÓg, Post-Primary Schools' personnel, Coaching & Games Development staff, and other external agencies as required.

#### **Duties & Responsibilities include:**

- Manage the Centre and facilities on event and non-event days on behalf of the Board.
- Ensure the venue is compliant with its requirements under health, safety and environmental legislation and codes of practice.
- Liaise with sporting units within Kerry GAA to provide services of the highest standard to the user.
- Oversee and manage the performance and conduct of all staff and voluntary members carrying out duties in the Centre.
- Oversee and manage the activities of, and relationships with, third party contractors and suppliers.
- Responsible for the storing, distribution and stock-control of Team & Development Squad Gear, Water, Nutritional Products, Coaching Equipment, and all other such items.
- Responsible for the development, along with the Centre's Management Committee, of a marketing strategy for the Centre, aimed at promoting its use, in addition to maximising the commercial opportunities for the Centre.
- Work with local and government agencies to maximise any supports available for the Centre both through grant aid and community employment schemes.

- Manage all financial operations within the Centre, maintain accurate and up to date records of income and expenditure, and prepare and work to agreed budgets in liaison with the Treasurer of the Board and the Board's Finance Sub-Committee.
- Deliver an annual written report to the Secretary of the Board detailing all activity in the Centre.
- Detail and record all activity and make such information available on request to the Chairman and/or Secretary of the Board.

Additionally, the role holder may be required to undertake any other such projects or responsibilities as may reasonably deemed appropriate by the Chairman of the Board.

The role holder may be required to undertake and pursue further training and development in order to ensure that he/she has the requisite level of knowledge, skills and expertise to perform the role. Suitable direction and support will be provided to the successful candidate in this regard.

**Essential Criteria:**

- Excellent administrative and IT Skills, and attention to detail.
- Excellent communication and presentation skills (verbal and written);
- Demonstrable experience of managing people and resources, and building and sustaining strong working relationships.
- Strong numeracy and accountancy skills, with experience of preparation and management of budgets.
- Proven ability to effectively manage multiple projects and deadlines with a hands-on approach to getting things done.
- Strong leadership and decision-making skills, with a demonstrable ability to clearly present goals and direction.
- Ability to work independently on own initiative and as part of a team.
- Strong analytical and reporting skills.
- Strong problem solving and organisational skills.

**Desirable Criteria:**

- Relevant third level qualification.
- An in-depth knowledge of, and interest in, Kerry GAA and it various activities and initiatives.

**Please note this role is subject to Garda Vetting.**

**Candidates interested in the above role can apply by submitting an up to date cover letter and Curriculum Vitae by email to: [jobapplications@gaa.ie](mailto:jobapplications@gaa.ie) before 3pm on Tuesday, 5<sup>th</sup> December 2017.**

***The GAA is an Equal Opportunities Employer***