



County Clerical Administrator – Meath GAA

Cumann Lúthchleas Gael (GAA) is Ireland's premier sporting and cultural organization, with over 500,000 active participants and a large base of non-playing members. Celebrating its amateur status, the GAA is driven by the voluntary efforts of its members, dedicating all resources to the growth of Gaelic Games and culture both nationally and within local communities.

Role Profile

We are now accepting applications for the role of Clerical Administrator, to provide administrative support to the needs of the Meath GAA County Board, ensuring the smooth running of the office on a day-to-day basis.

Location: Meath GAA Offices

Reporting to: Operations Manager

Main Areas of Responsibility

Administration and Communication

- Assist in the provision of a comprehensive confidential, secretarial and administrative support service for the Operations Manager.
- Provide support in the co-ordination of the work of the office including answering telephones, responding to queries by phone and email, typing, photocopying etc.
- Inputting day to day transactions into accounts package, handling cheques and monies in preparation for lodgement.
- Administration of the Ticketing system; to include setting up on-line ticket sales for matches and the preparation of ticket sales reports. Management of distribution of All Ireland, Provence, and National League tickets.
- Undertake work assigned in relation to Club administration e.g. memberships, including dealing with Club queries and calculation of club fees.
- Servicing County Committee meetings, County Management meetings, County Finance meetings.
- Liaise with Leinster Provincial Council and Croke Park in matters relating to County GAA County Committee.
- Provide support to the referee committee by checking, recording, and filing of referee reports. The logging of the referee expense claims.
- Reconciliation and recording of match programme sales and lodgement of same. Invoicing of adverts to sponsors and ensuring invoices are booked to accounting system.
- Support the Operations Manager with team logistics for U17/U20 and Academy Squads i.e. pitch bookings, buses, food etc.
- Liaise with the streaming provider with regards to game venues, times, facilities. Promotion of the games via the Meath GAA social media channels. Prepare viewership/financial reports for the County Executive/Committee
- Managing the Preparation, printing and distribution of club Championship match day programs.



Additional Duties

- In conjunction with the treasurer, ensure all Cúl Camp coaches are registered with Revenue, and the recording and lodgement of all cash receipts from Cúl Camps.
- Preparation of convention report booklet, booking and organising of the venue along with preparation of the materials for convention. Voting papers etc.
- Responsibility for logging player injury claims, submitting receipts for payment and issuing injury scheme payment to clubs.
- Liaise with O'Neill's regarding squad gear orders. Compile orders from each squad group. Sorting and checking of gear upon arrival.
- Support the Operations Manager with the promotion of sponsorship launches and the activation of the sponsorship deals.
- Support the Operations Manager in managing bookings for the Centre of Excellence along with the general day to day running of the facility.
- Aid the County PRO to keep social media channels update i.e. county website.

Requirements

- Minimum 3 years' experience in an administrative role.
- Strong IT skills and experience with Microsoft Office e.g. Word, Outlook, Excel, PowerPoint.
- Excellent administrative and organisation skills.
- Knowledge and experience of accounts packages.
- Experience in the preparation and delivery of reports and presentations to a high standard.
- Demonstrably excellent communication and relationship skills.
- A knowledge of the GAA and its structures.
- Ability to work evenings and weekends when required.
- Previous experience of working in the GAA or similar sporting organisation (Voluntary or Professional Capacity).

How to Apply

If you are interested in this exciting opportunity, please send a cover letter and CV to jobapplications@gaa.ie. Applications must be submitted before 3pm, Tuesday 1st October 2024.

The GAA is an equal opportunities employer.