



Games Promotion Officer – Leinster

Irish Squash is the National Governing Body (NGB) for the sport of squash in Ireland and is officially recognised as such by Sport Ireland. Irish Squash are an all-Ireland body encompassing the 32 counties with the four Regional Provinces being responsible for organising Leagues and Competitions.

Leinster Squash is the Provincial organisation affiliated to Irish Squash. Operating closely with Irish Squash and fully supportive of its five-year Strategic Plan 2022-2027, it is the mission of Leinster Squash to grow the sport of Squash in the province.

POSITION:

Reporting to the CEO of Irish Squash and working in close collaboration with the President of Leinster Squash and the wider Committee, the Games Promotion Officer for Leinster will support the promotion and co-ordination of Tournaments, Leagues and Programmes to ensure the smooth running of Squash in the Province. This role is part of a transformation in the sport and is inline with the Strategy of Irish Squash – “Connecting the Dots”.

The successful candidate will work with the CEO and staff of Irish Squash along with Committee Members of Leinster Squash, Club Administrators and Players to promote participation and provide excellent customer service. The role will require design, planning and promotion of competitive events within the province, and oversee their smooth operation. The role will also expect that the person responds to queries and requests for information in a professional, courteous, and timely manner.

A level of flexibility is required for the role and some evening/weekend work will be required from time to time.

KEY RESPONSIBILITIES:

- Setting up and operation of the Leinster League (Seniors and Masters)
- Capacity to design and implement new events - Junior League & Third Level Tournament
- Co-ordinate the Leinster Closed and Open Tournaments
- Help in the promotion of Squash across the province through the use of coordinated events in situ and via social media
- Operate Social Media Channels, updated websites and other communication tools as appropriate to keep the community informed and engaged.
- Identify funding opportunities and support with preparation of applications
- Assist in the creation of new marketing material to promote the game
- Assisting in organising events, scheduling meetings, and making travel arrangements.
- Utilize SportyHQ, the Irish Squash Single Platform, for all competitive events, updating the calendar, galleries and other material relevant to the sport
- Assist volunteers to effectively setup and use SportyHQ for events and coaching Academies
- Respond to general requests and inquiries in a timely manner



- In collaboration with the Province's Hon Treasurer manage budgets and expedite basic invoicing and payments
- Participate in and contribute to the yearly Leinster Squash planning process and national competitive calendar
- The Definition of requirements for a merchandise portal to enable clubs (and Leinster sides) design, purchase and receive sporting apparel.
- Collaborate with Irish Squash staff to contribute with national programmes and initiatives and implement these at a provincial level
- Performing other administrative duties as may be required

THE PERSON:

The successful candidate will have the following:

- Strong organisational and administrative skills, with good attention to detail.
- Excellent and confident communicator with good written and verbal skills
- High level of flexibility with positive attitude
- Ability to establish good working relationships
- Ability to prioritise workloads and work as part of a team and individually.
- Understands the challenge of working in a volunteer based organisation
- Knowledge of the integrated cloud platforms
- Knowledge of, experience and adoption of Google/Microsoft productivity tools

DESIRABLE:

- An exposure to volunteering
- An appreciation of the sport of Squash, its rules and structures
- An interest in squash and an interest in helping Squash grow within the province
- A knowledge of the sport as it exists currently in Ireland
- A knowledge of the Irish sporting landscape, including Sport Ireland and the LSP networks
- Sports Management Qualification or experience at Club or Representative Organisation
- Exposure to cloud based Customer Relationship and/or Sports Management Systems
- Experience of working as a volunteer in a Sports Club or Voluntary Organisation
- Has used social media to successfully promote events or an organisation
- Understanding of Accounting Procedures and Practices

REQUIRED:

- Minimum 2 years administrative / operational experience
- Proficiency in Cloud Based Platforms (SportyHQ), Google & Microsoft
- Proficiency in Social Media Platforms - YouTube, Facebook, Instagram, Twitter etc



Further Information:

The post is part-time (2.5 days per week) with a performance review after six months. The post is Leinster-based with remote working available and the need for travel as appropriate.

- 12 month Fixed Term Contract
- Part-time 2.5 days per week
- Salary is dependent on experience
- Flexible working arrangements provided

The appointment will be made subject to satisfactory:

- Garda Vetting Checks
- Reference Checking Procedures

How to Apply?

Applications must be sent by email with the subject line of [ATTN: Games Promotion Officer – Leinster]. When applying by email, please provide a letter of introduction detailing your skills and experience relevant to the role and your Curriculum Vitae outlining your skills and work experience not later than **5 pm on August 21st 2023** to Irish Squash at ceo@irishsquash.com.

Irish Squash is an equal opportunity employer, celebrating diversity and championing inclusivity. If you require any reasonable accommodations to assist you in participating in the employee selection process, please simply let us know.