

**COMHAIRLE ULADH
CUMANN LUTHCHLEAS GAEL
ULSTER COUNCIL GAA**

Job Title: Sporting Nature Project Manager

Responsible to: Head of Club and Community Development

Duration of Post: Three (3) years (subject to the successful completion of a 6-month probationary period). This is a full-time role.

Salary: £39,183.00

Job Purpose:

The Sporting Nature project is a National Lottery Community Fund partnership between Ulster GAA, RSPB NI and NI Water to work with sports clubs in taking action for biodiversity in their grounds and communities. The Sporting Nature Project Manager will work within the framework of the GAA's Green Club Programme and will manage and oversee the Sporting Nature project and its associated events and activities.

Main Areas of Responsibility:

The Sporting Nature Project Manager's detailed activities will be agreed annually with the Head of Club and Community Development and the Sporting Nature Project Team through an agreed forward work plan which will include output targets and identified time scales. The broad activities of the post include:

1. Overall management of the Sporting Nature project, in coordination with the Sporting Nature Project Team and within the framework of the GAA Green Club Programme
2. Direct and ongoing engagement with the clubs enrolled in the Sporting Nature project
3. Coordination and oversight of the work of the Sporting Nature Project Officer who will be working directly with clubs on nature and biodiversity initiatives
4. Financial management and reporting of project budget
5. Quarterly reporting on project activities and progress against project plan
6. Management and oversight of Sporting Nature funding allocations to clubs
7. Coordination of training for club volunteers
8. Organisation of online and in-person events
9. Support to the Project Team in the development, implementation, and promotion of project communications
10. Engagement as necessary with key internal and external stakeholders, e.g. local authorities, other sporting bodies, GAA Green Club Programme partners
11. Coordination and oversight of a third-party project evaluation

PERSON SPECIFICATION

Post: Sporting Nature Project Manager (Ulster GAA)

This individual will have at least three (3) years' project management experience, including the financial management and reporting of a funded project. The successful candidate will have excellent skills and relevant experience in managing multiple stakeholders and will have a keen understanding of the volunteer and community context.

	ESSENTIAL	DESIRABLE
1. Qualifications, Skills and Relevant Experience	<p>1.1 Degree-level qualification in a relevant subject or equivalent demonstrable experience</p> <p>1.2 3+ years of demonstrable project management experience</p> <p>1.3 Experience of financial management and reporting of a funded project</p> <p>1.4 Experience of managing multiple stakeholders and partners</p> <p>1.5 Experience of managing staff and/or volunteers</p> <p>1.6 Competent IT user</p> <p>1.7 Excellent communication skills (verbal, written and presentational), including an ability to produce clear written communications and to speak confidently and compellingly in public to a variety of audiences</p>	<p>1.8 Project Management qualification and/or training</p>
2. Special Aptitudes	<p>2.1 Demonstrable leadership and decision-making skills, excellent interpersonal and communication skills, sound organisational and planning skills</p> <p>2.2 An ability to engage and influence a wide range of people, both internally and externally</p> <p>2.3 Logical, methodical and analytical and a good eye for detail</p>	

	2.4 Ability to work under pressure and meet tight schedules	
3. General Intelligence and Disposition	3.1 Ability to demonstrate integrity and appropriate working relationships with key partners 3.2 Ability to demonstrate confidence, empathy, enthusiasm and initiative	
4. Knowledge	4.1 Knowledge and understanding of the community and volunteer context	4.2 Knowledge of and interest in nature, environment and climate action 4.3 Demonstrable knowledge and experience of sport in general and grassroots, club-level sport in particular
5. Circumstances	5.1 Access to a form of transport which will permit the applicant to meet the requirements of the post in full 5.2 Able to work occasional evenings and weekends	

The above list is not exhaustive and may include other related duties deemed appropriate to the post.

The nature of the job will change over time as the needs of the project change. It is a requirement to contribute to the development of the job and to reflect changing needs. This is a high-profile post and requires a considerable degree of commitment and flexibility on the part of the post holder to meet quality standards and work deadlines. He/she/they will maintain at all times such availability, flexibility and mobility as is necessary to the pursuance of the job e.g. including working occasional evenings and weekends where prior notice will be given wherever possible

Please note closing date for this role is 24th July 2024 with a view to hold interviews on 5th August 2024.