

**Schedule of Work / Job Description for Interim GAA Officer Position with UL Sport – starting as soon as possible, up to 31st August 2023 (the post will be advertised in June as a fulltime position)**

1. **Budget: Submission to Student Life Monday 22nd May:**
Cash and Bank transaction handled by UL GAA Club in the round of the year from September 2022 to May 2023 to be recorded on an Excel Spreadsheet. Same reconciled and balanced with the club bank account balances and all transactions input into the SU Budget system on the ULSU Website. Also summarised in an Analysed Income and Expenditure document. To account for total budget / spend of €250,000.00
2. **Team managements in Place:** All management for teams are in place but prep for next Sept to confirm roles for next year (Academic year 2023/24). Phone calls and one-to-one meetings with potential coaches / managers outlining roles and responsibilities.
3. **Scheduling:** Complete detailed weekly schedule (facility venue and times) for all team training slots and competitions, buses fro away matches / travel and post-match food.
4. **GAA Kit:** Ensuring all teams have full playing kit and equipment for matches (to be collected from the GAA office) – continue arrangements with local laundry service to ensure kits are washed immediately after matches.
5. **Scholarships:** Ensure full schedule for the GAA scholarship interviews and relevant interviewers are available to attend (April/ May 2023).
6. **GAA Ball:** Planning and organisation of annual GAA ball in conjunction with student committees and the UL GAA Council
7. **UL GAA Golf Classic:** Ensure plans are in place, meetings with sponsors and general admin work. This is a big fundraising event for UL GAA so requires times and commitment to delivery this annual significant event on mid to late August (date TBC).
8. **Sponsorship Deals/Finance Arrangements/Supplier Deals –** all related to support required for 18 GAA teams in the 4 codes
9. **General Office administration -** answering phone queries and emails and getting the office ready for the start of the new academic year and handover prep for the new appointment of fulltime GAA Officer
10. **ANO work** as requested from time to time by the UL Sport Office.
11. **Support Services:** Liaise closely with UL Sport Office, the UL Student Committees, Student Life Clubs Office and the UL GAA Council, to assist you in the role.