

Fermanagh GAA Administrator (Part-Time)

Fermanagh GAA is the county's premier sporting and cultural organisation, with nearly 4,000 playing members and more than 7,000 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.

Fermanagh GAA is now seeking applications from suitably qualified persons for the role of Administrator.

Purpose of the Role

- To provide high-quality administrative and operational support to the County Committee, ensuring the efficient day-to-day running of the office and supporting the delivery of county activities across games, governance, finance and club engagement.
- This role serves as a central coordination point for county administration and operations, supporting the effective delivery of activities across all areas of the County Committee.

Reports to: Head of Operations

Location: Fermanagh GAA offices

Hours of Work: **25 hours per week.** Flexibility may be required to work evenings and weekends in line with the needs of the organisation.

Key Responsibilities

1. General Administration

- Provide administrative support service to the Head of Operations
- Act as the first point of contact for the office, managing phone, email and in-person queries
- Coordinate general office activities including correspondence, filing, document preparation and record keeping
- Provide administrative support to County Committees (e.g. CCC, Finance, Coaching & Games)
- Support the day-to-day running of the office
- Assist with website updates and digital communications

2. Team & Games Administration

- Assist with logistics for county teams (e.g. pitch bookings, transport, meals, accommodation where required)
- Assist with ticketing administration and reporting

3. Player Welfare & Injury Scheme

- Administer player injury claims, including liaising with players and clubs
- Process and track claims, ensuring accurate documentation and timely submissions

4. Financial Administration

- Assist with day-to-day financial management tasks
- Support bank reconciliations and financial reporting processes
- Assist with invoicing, debtor management and tracking of payments
- Record and reconcile match programme sales and other income streams
- Support sponsorship/commercial administration, including invoicing and record keeping

5. Other Requirements:

- The above list of responsibilities is not exhaustive. The successful candidate may be required to undertake other duties as reasonably assigned, in line with the needs and evolving priorities of Fermanagh GAA.

Essential Criteria

- Strong organisational and administrative skills with attention to detail
- Excellent communication and interpersonal abilities
- Ability to manage multiple tasks and work on own initiative
- Proficiency in Microsoft Office and digital systems
- Experience in financial administration
- Excellent administrative and IT skills
- The role-holder must have access to a form of transport which will enable them to fulfil their responsibilities in full

Desirable Criteria

- A knowledge of the GAA and its structures with a strong interest and understanding of Fermanagh GAA.

To apply

Candidates interested in the above role can apply by submitting an up-to-date cover letter and CV by email to secretary.fermanagh@gaa.ie on or before 5PM on **Friday 1st May 2026**.

Applications submitted after the expiry date will not be accepted.

Fermanagh GAA is an equal opportunities employer.