



**Job Title:** Development and Administration Officer for the Croquet Association of Ireland

**Location:** Hybrid

**Job Type:** Consultant

**Reports To:** Chair of CAI Council

**Contract Length:** Initially 1 year, with expectation of further 2 years

**Hours:** Up to 20 hours per week

### **Job Summary:**

The Croquet Association of Ireland (CAI) is seeking a proactive and knowledgeable **Part-time Development and Administration Officer** to help take forward the CAI's Strategic Plan for the development of croquet in Ireland. This particular role will focus on collaboration and partnership with internal and external stakeholders and potential funders to grow facilities for and the number of people playing croquet in Ireland.

The ideal candidate will have a passion for sport development, a background in sports administration, and the ability to work independently while collaborating with a range of stakeholders.

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#### **Development & Growth**

- Develop and implement strategies to grow croquet at grassroots and community levels.
- Support national campaigns aimed at raising awareness and increasing visibility of croquet.
- Conduct a planning exercise to identify areas where there are no croquet clubs and where there is potential to establish new clubs.
- Identify and engage with potential partners, clubs, schools, and Local Sports Partnerships.
- Monitor participation trends and provide strategic advice on development opportunities, including the preparation of a Club Development Manual.

#### **Administration & Governance**

- Support the CAI Council day-to-day governance and compliance with Sport Ireland requirements.
- Prepare reports for and attend Council meetings.
- Advise on and assist with the preparation of funding applications and sponsorship proposals.

#### **Increasing Participation**

- Develop and pilot a series of come and try sessions/programs in partnership with clubs.
- Collaborate with and advise Council and clubs on the development of youth programmes pathways and coaching infrastructure.
- Create and support programs that introduce croquet to schools, youth groups, and colleges.
- Advise clubs on opportunities to diversify the range of people playing croquet, including disability groups.
- Develop appropriate resources and promotional materials.

### **Communications & Stakeholder Management**

- Liaise with clubs, coaches, volunteers, and regional representatives to ensure smooth communication.
- Provide content for the CAI Newsletter and website relating to development initiatives.
- Represent the CAI in meetings with key stakeholders and external partners.

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### **Required Skills and Experience:**

- Experience in sports administration and development.
- Strong project management and organizational skills.
- Knowledge of sport governance, ideally within a national governing body context.
- Excellent written and verbal communication skills.
- Passion for developing sport, especially youth and community engagement.
- Proficiency in office software and digital tools for administration and communication
- Experience in croquet (or similar sports) is an advantage, but not essential

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### **Working Conditions:**

- Part-time flexible hours (estimated 20 hours/week)
- Hybrid work, with occasional travel for events or meetings
- Evening/weekend availability may be required for some activities

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### **Compensation:**

- Competitive consultancy rate based on experience
- Travel and approved expenses reimbursed

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