

HSE Community Games

Regional Development Officer (full-time, twelve month contract)

HSE Community Games is seeking to recruit a Regional Development Officer (RDO). The RDO will be responsible for delivering development programmes for the organisation, for the first year in the midlands region. The RDO will be computer literate (Microsoft Office, Word, Excel, Access), develop and maintain excellent communications with Areas and Counties, maintain an efficient and effective set of procedures to ensure that all operations run smoothly within their work region. In addition the RDO will be the initial point of contact for all Area & County inquiries pertaining to development work within the counties from this region.

The ideal candidate will have relevant qualifications and considerable experience working in a busy sports, voluntary or related environment. Being able to work on one's own initiative as well as part of a small team will be essential. Experience of working with volunteers is desirable. The salary will be between €26,000 and €30,000 per annum, subject to meeting the criteria, particularly the experience and qualifications outlined in the Person Specification.

The successful candidate will have a logical and organised approach to development, pay attention to detail and have an ability to prioritise. The RDO reports to the National Development Officer.

To apply please forward a Curriculum Vitae and covering letter by post to Mr. Fiachra O'Mathuna, Chief Executive Officer, HSE Community Games, SportHQ, 13 Joyce Way, Park West, Dublin 12 or by email to: ceo@communitygames.ie. **The closing date for receipt of applications is 12:00pm Wednesday the 3rd of March, 2010. Interviews will take place on Wednesday the 10th of March, 2010.**

HSE Community Games is an equal opportunities employer. For the job description and person specification please visit: www.communitygames.ie.