

JOB DESCRIPTION

Facilities and Logistics Manager

Team travel, logistics and county venues, football and hurling

Reports to	Head of Operations
Responsible for	Day-to-day direction of caretaking, grounds, cleaning and contractor work on county sites
Scope	All six intercounty squads (senior, U20 and minor, in football and hurling), Find Insurance Owenbeg and Celtic Park
Based at	Find Insurance Owenbeg, with regular time at Celtic Park
Hours	Full-time, around 40 hours a week, with flexibility required. The pattern follows the training and match schedule, so is primarily evenings and weekends, including Saturday mornings and match days. This is not a Monday-to-Friday post.
Salary	Competitive and negotiable

Purpose of the role

The Facilities and Logistics Manager is responsible for the effective management, maintenance, development and operational delivery of Derry GAA facilities and logistics, ensuring all venues, equipment, events, travel and logistical requirements support the Derry GAA teams.

The postholder is accountable for three things: logistics of our teams, management of our facilities and maintenance of our playing surfaces. The successful candidate will have the ability to develop an annual plan as well as manage relationships with suppliers and contractors.

Key responsibilities

Travel and accommodation

- Plan and book all team travel
- Produce a travel plan for every away fixture and training camp, covering departure times, pick-up points, meals, rooms and venue access, and circulate it to management and players in good time
- Organise the logistics of training camps and team events
- Administer team travel and accommodation costs, and related expense claims, in line with county policy

Team operations

- Plan the year's logistics calendar against fixtures, training schedules and venue availability

- Act as the single point of contact for one nominated liaison from each team

Pitches and scheduling

- Produce, publish and manage the pitch and facilities rota for county squads and other users
- Establish and manage a pitch maintenance programme and ensure compliance with groundsmen and contractors
- Manage pitch, gym and room bookings at county venues

Facilities and maintenance

- Responsible for ensuring our county facilities are clean, safe and ready for use
- Coordinate maintenance and repairs, including a planned preventative maintenance schedule
- Manage building maintenance and service contracts
- Manage contractors on site, including access, supervision, and checking safety and insurance documentation
- Coordinate capital improvement projects with the Head of Operations
- Maintain equipment inventories and procurement programmes within agreed budgets

Match days and events

- Lead venue preparation, stewarding, security and event operations on match days, working with the event controller and statutory services
- Carry out pre-event facilities and safety checks, including dressing rooms, medical rooms, media and hospitality areas
- Coordinate accreditation, cleaning and waste arrangements on match days
- Provide logistical support to, where appropriate, county events and fundraising activity

Health, safety and compliance

- Prepare and maintain risk assessments, safe operating procedures, event safety management plans and inspection checklists
- Coordinate statutory inspections and certifications for county venues
- Investigate incidents and implement corrective actions
- Ensure compliance with health and safety legislation and GAA policies

Budgets and reporting

- Manage logistics and facilities budgets
- Report internally on spend, bookings, facility condition and outstanding works
- Provide regular updates and feedback to the County Facilities and Infrastructure Committee

The person

Essential

- A relevant qualification in facilities, operations, construction or sports management
- A minimum of 3 years' experience in logistics, travel, events, hospitality, operations or facilities management
- Strong organisational and project management skills, with the ability to plan ahead and manage competing priorities
- Confidence in dealing with service providers
- Excellent communication and stakeholder management skills
- Willingness to work flexibly, including evenings, weekends and match days
- Competent with email, spreadsheets and booking or scheduling systems
- Full driving licence and own transport

Desirable

- Experience of organising group or event logistics
- Experience within sport or in hospitality
- IOSH, NEBOSH or an equivalent health and safety qualification
- Experience managing sporting events and capital projects
- Experience of grounds or pitch management, or of managing maintenance contracts

General

These duties and responsibilities should be regarded as neither exclusive nor exhaustive. The postholder may be asked to undertake other reasonably determined duties appropriate to the post, without changing its character. Appointment is subject to satisfactory references and proof of eligibility to work.