

Competitions coordinators --- DDSL --- Job Specification



Role

Dublin & District Schoolboys/girls league (DDSL) is currently looking for a Competitions Coordinators to join the admin team in the DDSL. The successful candidate will report to the Chairman of the league.

These roles are offered on either a full-time basis for 37.5 hours per week or a 20 hours per week and subject to a 6-month probation period.

Key Roles & Responsibilities:

- General competitions and referee administration.
- Administer the return of all tournament/match documentation and ensure that administrative processes around the operation of fixtures and support to fixtures secretaries are optimised
- Manage Software & League Planner for DDSL and manage tournament/Fixtures support and league entries online.
- Develop good relations with clubs, players, members of the public and all relevant stakeholders.
- Diary management, planning, organisation of calendar of events and related travel arrangements, report writing and any other activities related to the DDSL.
- Organise and assist training trips for squads and assist with the management and planning of DDSL events.
- Run and assist specific DDSL events as required throughout the year.
- Attend selected DDSL Blitz/ Finals Days which may be at selected weekends throughout the year.
- Ensure that all information and data arising from activities is recorded and managed efficiently and in compliance with Data Protection protocols.
- Support the maintenance of website and social media channels. Liaise with other stakeholders Communications & Marketing Coordinators to assist with preparing content for promoting activities on DDSL social media platforms.
- Upload purchase invoices and notify necessary personnel and DDSL Finance team of clubs, participants / entrants to be invoiced.
- Maintain and manage databases ensuring that they are updated frequently and complete data collection exercises as and when required.
- You may be required to perform other duties as may reasonably be required of you in relation to the role and the organisation.
- Be aware that our values (integrity, inclusiveness, community and excellence) and behaviours (leadership, respect, nurture, standards) are central to everything we do in the DDSL.

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Key Attributes

- Team player with can-do attitude.
- Strong interpersonal skills and Presentation skills
- Organised with excellent prioritisation skills. Ability to act on own initiative.
- Excellent and confident communicator with good written and verbal skills.
- Ability to establish good working relationships with stakeholders.
- Proficiency in Microsoft Office suite particularly PowerPoint, Excel and Word.
- Knowledge of club databases and use of DDSL Season Planner is desirable.
- Flexibility to work weekends and evenings as required.
- Degree or relevant qualifications in sports management preferable.
- Sports background and knowledge of grassroots football is preferable.
- Current clean driver's license.
- Satisfactory Garda Vetting.

How to Apply

Letter of application and detailed CV should be sent (in confidence) by email to hr@ddsl.ie no later than 5pm Friday 11th July 2025.

Please reference 'Competitions Coordinator' in the subject line.

Additional Information

- Remuneration will be dependent on relevant experience.
- Hybrid model arrangement (flexible) with max 3 days in the office.

Closing date for receipt of applications is 5pm on Friday 11th July 2025.

About DDSL....

The DDSL is the largest grassroots league in Ireland providing football in the Dublin and greater area. It provides football for over 50,000 players (all under 18) and runs over 2000 games every weekend. The DDSL was founded in 1943 and has 142 affiliated clubs and engages with approximately 55,000 registered club members, 12,000 Volunteers. DDSL also supports the delivery of a wide range of competitive, educational and development programs for its member clubs.

Further information about DDSL is available on www.ddsl.ie