



*The Croquet Association of Ireland is seeking an administrative/development officer starting in 2026. This is the first time the CAI has created this role. The successful applicant will initially work an average of 20 hours per week with the possibility of further hours as the role develops.*

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

**Location:** Hybrid

**Job Type:** Fixed Term Employee Contract

**Reports To:** Chair of CAI Council

**Contract Length:** Fixed-term of 1 year, with expectation of further 2 years

**Hours:** Average of 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.

### **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

### **Working Conditions:**

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

**Compensation:**

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

For further information please contact Celine Reilly, chairperson of the CAI  
[chair@croquetireland.com](mailto:chair@croquetireland.com)