



## **Events Officer (Part-Time)**

**18 hours per week | Salary: €15,800 per annum**

Pitch and Putt Ireland is the national governing body responsible for the development, promotion, and governance of pitch and putt across Ireland. Working with clubs nationwide, the organisation delivers national competitions, supports club development, and promotes participation in the sport.

Pitch and Putt Ireland is seeking to appoint a **part-time Events Officer** to support the planning and delivery of national competitions and events.

### **The Role**

The Events Officer will assist with the organisation and delivery of Pitch and Putt Ireland's national and provincial competitions calendar, working closely with host clubs, volunteers, and national committees to ensure events are delivered to a high standard.

The role will involve coordinating event logistics, supporting competition administration, and assisting with communication with clubs and participants.

### **Key Responsibilities**

- Assist in the planning and delivery of national competitions and championships
- Liaise with clubs hosting Pitch and Putt Ireland events
- Support the administration of competitions including player entries and event documentation
- Assist with event logistics and operational planning
- Provide operational support during competitions where required
- Maintain event records and assist with post-event reporting

### **Skills & Experience**

#### **Essential**

- Strong organisational and administrative skills
- Excellent communication and interpersonal abilities
- Ability to work effectively with volunteers and clubs
- Good IT skills including Microsoft Office
- Flexibility to work occasional evenings and weekends

- Full clean driving licence and access to own vehicle

### **Desirable**

- Experience in sports administration or event coordination
- Knowledge of the Irish sports sector or club sport structures

### **Contract Details**

- **Hours:** 18 hours per week
- **Salary:** €15,800 per annum
- **Location:** Hybrid / remote with travel to events nationwide
- **Contract:** 12-month contract (subject to review)

### **How to Apply**

Please submit a CV and cover letter outlining your suitability for the role to:

 [office@pitchandputtireland.ie](mailto:office@pitchandputtireland.ie)

**Closing Date:** 23/3/26