



Chief Executive Officer Job Description

Job Purpose:

Reporting to the Board, the Chief Executive Officer is responsible for the effective management of all aspects of the work of Mountaineering Ireland (Island of Ireland), for fostering and maintaining excellent working relationships with our funders, Government agencies and kindred organisations, and for providing leadership and direction to our highly motivated staff team. The CEO is also responsible for the successful delivery of the Get Ireland Walking initiative under a partnership agreement with Sport Ireland.

Duration:

A permanent contract will be offered to the successful applicant, subject to successful completion of a six-month probationary period.

Annual Leave:

21 working days per year
(increasing one day per year to a maximum of 25 days)

Salary:

Negotiable

Hours of work:

The CEO must be prepared to work appropriate hours to meet the needs of the post.

Benefits:

PRSA and private health insurance contribution.

Location:

The CEO is based at the Mountaineering Ireland office in Irish Sport HQ, National Sports Campus, Dublin 15.

Apply to:

Cover letter and CV should be sent to –

**Application – CEO
Mountaineering Ireland,
National Sports Campus,
Dublin 15**

Or by email to jobs@mountaineering.ie

CLOSING DATE FOR APPLICATIONS - 17:00 HRS, 25 APRIL 2016.

Principal Duties

The following is an outline of the main duties and responsibilities. It is not to be regarded as exclusive or exhaustive. It may be amended in the light of the changing needs of the organisation.

Leadership and direction

- Lead the staff team and volunteer workers with enthusiasm and a commitment to excellence.
- Maintain excellent relationships with funders, particularly Sport Ireland and Sport NI, other key stakeholder and kindred organisations in the fields of sport, outdoor recreation, education and the natural environment.
- Act as the chief spokesperson for Mountaineering Ireland.

Operational Management

- Prepare and deliver on annual operating plans in line with current and new Mountaineering Ireland Strategic Development Plans and policy objectives.
- Implementation of the Get Ireland Walking initiative in collaboration with Sport Ireland
- Risk Management and ensuring compliance with legal and regulatory requirements.
- Develop Mountaineering Ireland Strategic Development Plan for 2017 – 2020.

Financial Management

- Ensure the financial health of the company, exercising sound judgement within delegated financial authority.
- Set and efficiently manage annual budgets/forecasts.
- Optimise the company's short and long-term financial position

Accountability

- Maintain transparent and accountable processes and reporting mechanisms.
- Prepare written and oral reports and presentations to the Board and key stakeholders as required.
- Ensure that delegated functions are performed in line with best practice.

General

- Monitor, evaluate and review all operations and activities.
- Ensure full implementation of Mountaineering Ireland policies and procedures relating to safeguarding and equality.
- Keep abreast of emerging opportunities and other developments in sport, outdoor recreation and the natural environment.

Personnel Specification

Applicants for the post will be assessed and considered according to the following criteria.

Attribute	Essential	Desirable
1. Experience	1.1 Experience of managing a multi-functional team and other organisation resources. 1.2 Experience of working with key partners and stakeholders to achieve strategic outcomes. 1.3 Experience of budget management and financial practices. 1.4 Experience in public affairs / advocacy / lobbying/ stakeholder management.	1.5 Experience of leading or working in a sporting body or voluntary organisation. 1.6 Strong commercial acumen. 1.7 Experience of working with a board of directors. 1.8 Experience of working with volunteers and liaising with committee structures.
2. Skills	2.1 Strong people leadership and excellent communication skills. 2.2 Ability to inspire and motivate internal and external stakeholders and foster high degrees of collaboration. 2.3 Ability to foster the motivations and skills of people and to enhance individual and team performance. 2.4 Sound organisational and planning skills. 2.5 Self-motivation and drive to deliver on own initiative.	
3. Other Factors	3.1 Willingness to work unsocial hours including evenings, weekends and occasional public holidays. 3.2 Willingness to travel and undertake overnight stays. 3.3 Access to own means of transport to meet the requirements of the post.	3.4 MBA or equivalent management qualification.
All offers of employment will be subject to satisfactory references and Garda Vetting / Access NI checks.		