

## Job Description

### Chief Executive Officer



**Title:** Chief Executive Officer, BirdWatch Ireland

**Reporting to:** Board of Directors

**Location:** Based in Kilcoole, Co. Wicklow

**Terms:** Full-time 3 year fixed term contract.

**Salary:** Commensurate with seniority of role

---

#### Background:

BirdWatch Ireland is the largest independent conservation organisation in Ireland. Established in 1968, it currently has over 15,000 members and supporters and a local network of over 30 branches nationwide. BirdWatch Ireland is the largest independent conservation organisation in Ireland. The primary objective of BirdWatch Ireland is the protection of wild birds and their habitats in Ireland. In order to fulfil this objective, BirdWatch Ireland undertakes a wide variety of work, specifically in the areas of species and habitat conservation, research and surveys, reserve management (including Cape Clear Bird Observatory), advocacy and policy work, birdwatching and education and learning, especially through its branch and volunteer network.

As Chief Executive Officer (CEO) of BirdWatch Ireland, the preferred candidate will have the opportunity to lead this successful organisation and to influence the future protection and conservation of wild birds and biodiversity on a national and an international platform.

BirdWatch Ireland is based in Kilcoole, Co. Wicklow and employs up to 50 members of staff on a full time, part time and contract basis in various locations around the country. BirdWatch Ireland is the trading name of the Irish Wildbird Conservancy, a company limited by guarantee and a registered Irish charity, with an annual turnover of over €2 million. It is also a partner of BirdLife International, a partnership of over 120 bird conservation organisations across the globe.

#### Key Responsibilities and Duties:

The CEO will have responsibility for the overall management, leadership and administration of BirdWatch Ireland.

Reporting directly to the Board, the CEO's responsibilities will include:

# **BIRDWATCH IRELAND**

## **Job Description**

### **Chief Executive Officer**



- Leading the organisation to fulfil its role in the protection and conservation of wild birds and habitats;
- Managing staff (directly and indirectly) and working closely with the senior management team to ensure the successful delivery of conservation projects, programmes and research; reserve management; membership development, support and retention; and advocacy and policy;
- Developing BirdWatch Ireland's membership growth and retention, fundraising and funding opportunities in order to ensure the organisation is financially self-sustaining in line with its growth objectives;
- Managing the operational and supporting functions of the organisation and ensuring compliance with all regulatory and governance frameworks;
- Developing and implementing BirdWatch Ireland's strategy and vision for the future, in conjunction with Senior Staff and in line with Board objectives;
- Representing BirdWatch Ireland through engagement with Government, commercial sector and funders, media, other non-government organisations (NGOs), and with BirdLife International and its partners;
- Managing the organisation's finances in line with approved budgets and policies;
- Managing and developing various income streams including the organisation's retail operations.

#### **Essential Skills and Experience:**

- Minimum 10 years of senior management experience, with a proven track record of success, in either a non-profit or commercial environment;
- Demonstrated capacity to administer a fast-paced and complex organisation with a strong understanding of accounts, budgeting, and Human Resources (HR);
- Demonstrated ability to plan, to set strategic direction and priorities, and to deliver the required outcomes;
- Strong interest in and in-depth knowledge of nature conservation in Ireland;

# **BIRDWATCH IRELAND**

## **Job Description**

### **Chief Executive Officer**



- Strong leadership qualities and proven track record of building and managing teams;
- Strong interpersonal and communication skills;

#### **Preferable Skills and Experience:**

- Recognised qualification in the area of Ecology/Zoology/related subject;
- Professional qualification in Accounting and/or Business;
- Experience of bird conservation and biodiversity work;
- Experience of working with non-governmental organisations, including knowledge of governance and regulatory compliance in Ireland;
- Track record in fundraising, fiscal and human resource management;
- Experience of building and maintaining relationships with the media;
- Strong understanding of company regulation and company secretarial matters;
- Excellent computer skills especially in Microsoft Excel, and proven ability to adapt to changing computer technology.