



BirdWatch Ireland Chief Executive Officer - Job Description

Core Duties and Responsibilities

Operational Management

- Promoting a culture that reflects BirdWatch Ireland's values and ensures organisational effectiveness.
- Promoting and developing a continuous improvement culture in an open and transparent way, whilst always maintaining confidentiality.
- With the approval and guidance of the Board, implement and ensure the effective application of operational policies, procedures and systems, including risk management, safeguarding, health and safety and GDPR

Strategic Management and Development

- Working with and for the Board of Directors, the CEO will produce, for Board approval, documentation including:
 - CEO reports to the Board
 - Monthly Key Performance Metrics and Indicators
 - Regular Financial Reports and Projections (especially cashflow)
 - Annual Financial Plans and Budgets
 - Annual Accounts
 - Annual Reports
- Provide support for and receive guidance from the Board in relation to strategy, policy and any other appropriate matters, and ensure that the Board is apprised of critical issues as they arise.
- Manage the operation of the service to ensure compliance with legal and statutory requirements and the achievement of consistent professional standards in keeping with the vision, ethos and philosophy of the organisation.

Human Resource Leadership and Management

- Lead and manage change, implementing and championing best practices in organisational performance, management (e.g., appraisals and one-to-ones) and service delivery.
- Develop effective internal communications, which will encourage employee motivation and engagement and will ensure that all staff are kept up to date on both internal and sectoral developments.
- Advise the Board in the formation of policies, projects, and programme activities.
- Manage /oversee the Human Resource function ensuring that all HR documents such as: personnel files [to include Garda Vetting and Employment References]; Job Descriptions; Contracts of Employment; HR Policies and Procedures and Employee Handbooks are comprehensive, up-to-date and in compliance with employment legislation.
- Develop and implement policies for the attraction, induction, and retention of staff.

Finance, Administration and Funding

- Manage, oversee and be accountable for the Accounting, Administration and Finance supports to the service and ensure prudent management of the organisation's finances.
- Build and maintain relationships with appropriate Government Departments and Agencies, and other relevant national and international bodies (or individuals) to ensure the future effective management and sustainability of the organisation.

Communications and Business Development

- Establish positive working relationships with key external funders and partners such as Government Departments and Agencies, Birdlife partners, and other relevant bodies.
- Promote the organisation in line with the vision and act as a public representative and spokesperson.

Additional Responsibilities

- Undertake any other tasks that the Board may deem necessary within the ambit of the Chief Executive Officer role.

What you need to have

Education, Skills & Competencies:

- A degree or equivalent in an area relevant to the role.
- Senior management experience in a relevant role.
- A commitment to nature conservation in Ireland.

- Proven reporting, financial, communication, and leadership skills.
- Evidence that you have the vision to develop and build the organisation.
- Be able to demonstrate excellence in the competencies required to carry out the core duties and responsibilities of the position, including
 - Leadership and strategic direction,
 - Judgement and decision making,
 - Management and delivery of results,
 - Building Relationships and Communications
 - Drive and Commitment to nature conservation in Ireland

Reporting Structure:

Reporting to BirdWatch Ireland's Board of Directors.

Location:

Flexible but with a regular presence at the Head Office in Kilcoole, Co. Wicklow.

Salary & Terms of Employment:

Salary information is available on application.

It is intended that this would be a full-time role but we are willing to be flexible for the right candidate.

Application method:

Covering letter and CV by email to Chris Corrigan, Acting CEO ccorrigan@birdwatchireland.ie