

Chief Executive Officer of BirdWatch Ireland

Key Responsibilities

Strategic Leadership

Lead on the staff of BirdWatch Ireland (BWI) on the implementation, delivery and review of BWI's strategy to ensure the key deliverables set out by 2030 are met.

The organization has c. 35 FTE staff in various administrative, technical and scientific roles.

Set clear goals and objectives for the organisation, monitoring progress and making recommendations and adjustments as needed.

Advise the Board in the formation of policies, projects, and programme activities.

Provide support and guidance to the Board on a range of strategic, operational and policy related matters as well as producing, for Board approval, a range of 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, Accounts; and
- Other reports as required.

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. Also ensure the Board is apprised of critical issues as they arise.

Fundraising and Financial management

Oversee the organisation's budget and financial health ensuring responsible use of resources with tight budget restrictions and delegations being adhered to.

Ensure that appropriate scrutiny for tender bids and projects is maintained.

Lead on fundraising efforts to secure grants, donations and other funding sources including innovating around potential new income streams.

Develop and implement sustainable funding strategies to ensure Birdwatch Ireland remains financially stable and is better able to invest in building capacity and capability.

Provide the Board with robust financial and management information to enable them to make decisions on pay and conditions for staff.

Stakeholder Engagement

Build and maintain relationships with government agencies, donors, partners, local communities, and other key stakeholders including Government Ministers, the NPWS, DAFM, IEN, the Heritage Council, local Councils, the RSPB, BirdLife International and specific funders and clients.

Act as an Ambassador for the organisation promoting the vision, values and culture of the organisation.

Build relations with Branch representatives, members and volunteers and seek innovative ways to increase membership particularly amongst younger people.

Leadership and Operational Management

Lead and inspire a diverse team of conservation professionals including scientists, field workers, project managers and advocates, in addition to core staff roles in finance, administration, communications and development to ensure key deliverables and strategic objectives are met.

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. Also ensure that the Board is appraised of critical issues as they arise.

Act as a role model to all staff overseeing all HR policies and procedures including induction, appraisals, performance management, training and development needs and sick absence management. Ensure that all HR documents are kept up to date and stored securely with an up-to-date Employee Handbook which is kept under regular review and is legally compliant.

Promote a culture that reflects BirdWatch Ireland's values.

Lead and manage change, to ensure organisational effectiveness as well as championing best practices in operational policies, procedures and systems, including risk management, safeguarding, health and safety and GDPR. Demonstrate an open and transparent approach that encourages continuous improvement whilst respecting confidentiality.

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.

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 perform 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 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. As a guide, the FTE salary of the current CEO is €82,680.

Annual leave will be comparable to similar roles in comparable organisations. As a guide, the current CEO has an annual leave allowance of 25 days on an FTE basis.

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

Selection process

Applications will be reviewed, and a shortlist will be prepared of those candidates whom it is proposed to call for interview. An interview panel comprising the CEO and

Board members will conduct the interviews. A further interview/interviews may take place depending on how the first-round interviews progress.

Application method:

Applicants should send a covering letter and CV by email to Linda Lennon, CEO of BirdWatch Ireland at llennon@birdwatchireland.ie. In the cover letter, the applicant should demonstrate how they meet the required responsibilities and competences as outlined in the job specification.

The deadline for the submission of applications is 5 pm (17:00) on Monday, 24th February 2025.