

Chief Executive Officer of Irish Girl Guides



Irish Girl Guides (IGG) is recruiting a Chief Executive Officer who will ensure the effective operations of a dynamic nationwide youth organisation through the management of the National Office and the staff in their roles to support its members and fulfil its mission. The National Office is currently in Donnybrook, Dublin and will move to Tallaght within 12 months.

The Irish Girl Guides' mission is to enable girls and young women to develop to their fullest potential as responsible citizens of the world. This is achieved by volunteer leaders running a non-formal educational programme with 560 units across all counties in the Republic of Ireland.

The organisation has charitable status and works to ensure it is compliant with all relevant legislation and codes of good practice. The organisation is led by a board of volunteers and the CEO will work closely with the Chair of the Board to ensure all regulatory and statutory obligations are met. The CEO will be responsible for the successful management of the organisation, in accordance with the strategic direction set by the Board. The job will include overall responsibility for implementing the strategic plan and activities of the organisation and will involve representing the Irish Girl Guides to potential funders, partners, stakeholders and regulatory bodies.

Key objectives of the role

- Ensure the sustainability of the national organisation
- Provide strong and visionary leadership in consultation with the Chief Commissioner and the Management team
- Manage the staff and support them in their role to ensure accountability and compliance
- Be one of the organisation's main spokespersons, growing its reputation as an advocate for girls/women and championing the IGG brand
- Manage the annual budget and financial affairs of the organisation in conjunction with the Finance Committee
- Develop new strategic partnerships and funding sources
- Support the volunteers, particularly the Chief Commissioner (Chair of the Board) and Executive Committee (Board of Directors).

Professional requirements

- ~ Significant experience at management level in the voluntary, community or relevant sector
- ~ Proven track record in project management
- ~ Extensive administrative skills and experience in budgeting and management accounting
- ~ A proven ability to develop and deliver a strategy
- ~ Experience of volunteering or working with volunteers
- ~ Proven skills in leadership, human resources, planning and decision-making
- ~ An understanding of the charity sector and the relevant regulations
- ~ A track record in developing and maintaining positive relationships with stakeholders
- ~ A relevant third level or professional qualification

Main Responsibilities

Governance and compliance

- Work with the Board of Directors on the implementation, monitoring and evaluation of the strategic plan
- Support the Board by attending meetings of the Board and reporting to it, providing advice on relevant issues
- Develop draft agenda and produce appropriate documentation, in consultation with the Chair
- Draft policies for Board approval, review these regularly and implement procedures as agreed
- Provide support to other committees and teams in IGG
- Ensure compliance with best practice in the sector and with the regulatory environment and legislation including charities regulation, Lobbying Act, Children First Act, NQSF, GDPR
- Compile impact and progress reports for submission, arranging research as required
- Protect the interests of the organisation and maintain a risk register, together with the Board
- Keep up to date with developments in the youth sector e.g. by attending meetings of NYCI
- Oversee the arrangements for General Council (AGM) including production of the Annual Report and Financial Statements
- Provide support to the Safeguarding Officer as necessary in dealing with complaints and be a mandated person in relation to safeguarding and child protection

Operational planning and management

- With the Operations Manager and volunteer committees, execute a dynamic operational plan to deliver the goals and objectives of the strategic plan and ensure the operations of the organisation are efficient, effective and appropriate
- Assist with the organisation of the annual Management Day
- Seek profile-raising activities and act as spokesperson for the organisation when required
- Ensure effective communication and consultation with stakeholders
- Ensure all publications including website are in line with the organisation's policies
- Keep up to date with members around the country to ensure that appropriate supports are being provided by National Office
- Coordinate the issuing of nomination and voting papers for national and regional positions
- Ensure the maintenance of all appropriate records in accordance with IGG procedures
- Keep staff updated on decisions arising from Executive, Finance and Management committee meetings
- Act as a member of IGG's Critical Incident Team

Human resources

- Be responsible for recruitment of any new staff including setting pay rates in conjunction with the Management Committee
- Manage staff training needs and balance the staff budget as set
- Ensure there are up-to-date contingency plans in place for staff
- Provide support to the Operations Manager in cases of grievance or discipline and to act as the final internal point of appeal with such issues, should they escalate

With the Operations Manager,

- Establish a healthy, safe and vibrant work environment which is compliant with relevant legislation and regulations
- Ensure good and regular communication and arrange effective staff meetings as required
- Observe all relevant employment law requirements and conduct annual job reviews of key

staff and ensure all staff contracts are maintained

- Plan and distribute work, mentoring and monitoring to ensure completion of tasks assigned

Members' Support & Management

- Develop a close working relationship with the Chief Commissioner and her team and ensure smooth working relationships between staff and volunteers
- Chair the meetings of the Management Committee and ensure minutes are recorded
- Attend the following committees: Executive, Finance, Constitution and the General Council and be an ex-officio member of all national committees
- Attend the meetings of IGG's Trust Corporation CLG
- Attend events/meetings/conferences as required
- Liaise with the Chief Commissioner and support her in her work and support Regional Commissioners in their role

Financial planning and management

- Identify and secure additional sources of funding to support the sustainability of IGG
- Lead the fundraising strategy development as agreed by the Finance Committee
- Develop positive relationships with current and potential donors and oversee funding applications and reports
- Manage accounting support, authorise online payments and ensure delivery of appropriate financial reports to the relevant committees
- Assist the organisation in the production of SORP compliant reports, in line with company and charity regulation

Facilities management

- Be responsible for maintenance of the National Office in consultation with the Management Committee
- Manage the repairs, upgrades and purchases of equipment and works within budget

Other duties

To carry out any other duties as may be assigned by the Chair of the Board and/or Management Committee from time to time.

Conditions

The position advertised will be for three years, with a six-month probationary period. The current salary, due to funding constraints, is €65,000 per annum. Contract will be for five days per week (Monday to Friday) from 9am – 5pm. Some evening and weekend work is required, for which time off is given in lieu. Annual leave is 25 days. This job is based in the National Office and may involve a small amount of travel outside of Dublin.

Application

If you wish to be considered for appointment to this position, please send a letter of application (no more than two pages), together with a copy of your CV including names and contact details of two referees, to chief.commissioner@irishgirlguides.ie

Please put 'CEO Application' in the subject heading.

As part of the recruitment process, the Irish Girl Guides process personal data relating to job applicants. We are committed to transparency on how we collect and use that data and to meeting our data protection obligations under GDPR. For more information or to view our Privacy Policy Statement please click <https://bit.ly/2VqC21F>

Recruitment Timeline

Closing date for applications: 5 p.m., Thursday 20th June 2019. Interviews: 27th & 28th June 2019.