

# Canoeing Ireland – CEO Job Description

<b>JOB TITLE:</b>	<b>Chief Executive Officer</b>
<b>RESPONSIBLE TO THE POSITION OF:</b>	<b>The Board</b>

## CONTEXT

Canoeing Ireland is the National Governing Body responsible for promoting, developing and managing paddlesport in the Republic of Ireland. Full information is available at [www.canoe.ie](http://www.canoe.ie)

## **PRIMARY PURPOSE OF THE JOB-:**

The CEO is the Accountable Officer with responsibility for delivering the vision, mission, strategic direction and goals of the overall organisation and leading it to ensure the sustainability of the sport, its reputation and achievement of outstanding success “In Pursuit of Excellence”.

## **KEY AREAS OF RESPONSIBILITY:**

<b>Establish Strategic Direction</b>	<p><b>Ensure the development and delivery of the overall strategic direction of the organisation and sport to ensure success in line with agreed outcomes.</b></p> <ul style="list-style-type: none"> <li>▪ In collaboration with the Board, establish, agree and deliver the strategic plan (vision, mission, policy direction) and annual operational plan with measurable performance outcomes for the organisation and the sport.</li> <li>▪ Monitor, review and report to the Board on the operational and financial performance of the organisation and in particular to inform them of any variances and agree a recovery strategy as required.</li> <li>▪ Ensure the whole organisation is kept informed of the significant challenges, opportunities, developments and trends which may affect it to inform future direction and bring people along with it.</li> <li>▪ Advocate on behalf of the sport to influence the success of the sporting, business and political landscape and its sustainability.</li> </ul>
<b>Ensure Governance and Regulation Control</b>	<p><b>Inform the Board of any relevant matters relating to the organisation and its wider operations (to ensure it is conducted in accordance with ethical governance, current legislation and financial regulations).</b></p> <ul style="list-style-type: none"> <li>▪ As agreed with the Board, ensure the necessary and appropriate checks and balances are put in place to ensure all business affairs of the organisation are conducted to the highest ethical standards to protect the reputation of the organisation and sport. Report on progress and escalate any matters of concern to the Board.</li> <li>▪ Establish people, financial and operational regulatory mechanisms and controls through the implementation of a comprehensive framework of policies, processes and procedures, including anti-doping, which comply with legislation and are benchmarked with best practice to enable good governance and risk management across the wider organisation.</li> <li>▪ Ensure the implementation of education / awareness programmes throughout the sport to ensure everyone is up-to-date on the evolving rules, regulations, practices and safeguards and that they are adhered to.</li> <li>▪ In collaboration with the Board, ensure the accuracy of the recording and implementation of decisions.</li> </ul>
<b>Lead Health and Safety:</b>	<p><b>In collaboration with the Board, lead a culture of Health and Safety across the organisation:</b></p> <ul style="list-style-type: none"> <li>▪ Provide leadership to the whole organisation in relation to the Health and Safety, legislative requirements and have systems in place to ensure adherence to all policies and procedures.</li> </ul>
<b>Operational Management and Development of the Sport and Wider Organisation</b>	<p><b>Oversee the implementation of agreed strategies to grow participation, ensure the longevity of the sport and to create a sustainable pipeline of high performance ‘elite’ athletes to represent Ireland including at Olympic level.</b></p> <ul style="list-style-type: none"> <li>▪ Oversee the implementation of agreed strategies to facilitate access, grow participation and membership throughout Ireland and ensure that the organisation is fulfilling the requirements of its members and to develop a sustainable pipeline of high performance ‘elite’ athletes to represent Ireland including at Olympic level.</li> <li>▪ Ensure the necessary infrastructure, systems and integrated development pathways are in place to enable participants to perform to the best of their ability in local, national, international competitions and to enable the development of the sport.</li> <li>▪ Ensure there is consistent quality of service delivery across operations.</li> <li>▪ Oversee the planning and monitoring of major sporting events across Ireland to ensure their success against agreed objectives.</li> <li>▪ Enable the Performance Director to drive and deliver the High Performance Plan to achieve the agreed medal winning targets.</li> </ul>

	<ul style="list-style-type: none"> <li>Make sure Talent Identification Development and Systems pathways are in place for high performance athletes and determine the decision-making criteria in relation to the athlete investment strategy.</li> <li>Ensure that a transparent selection policy and process is in place for national team selection.</li> </ul>
<b>Financial Management and Income Generation</b>	<p><b>Optimise both the short and long term financial performance and viability of the organisation.</b></p> <ul style="list-style-type: none"> <li>In conjunction with the Board, set all budgets, and ensure controls and delegation of authority are established throughout the organisation in line with financial regulation and good governance.</li> <li>Prepare and present to the Board, financial strategies and investment plans (including developing new income generation models), which will enable the sustained success of the sport at national, international and Olympic levels.</li> <li>In conjunction with the Board, secure funding against agreed targets to optimise the financial performance of the organisation and to support the goals of the High Performance strategy.</li> <li>Ensure all financial arrangements and reporting requirements of funders / sponsors are met in line with all contractual and Service Level Agreements (SLAs).</li> </ul>
<b>People Leadership</b>	<p><b>Overall responsibility for the leadership, direction and development of the organisation and Senior Management Team.</b></p> <ul style="list-style-type: none"> <li>Provide leadership to create a performance culture to optimises the potential of all employees and maximise the efficiency and effectiveness of the wider organisation.</li> <li>Through sound leadership ensure the attraction, development and retention of a highly capable senior management team and organisation.</li> <li>Ensure the robust and consistent application of a performance management system across the Senior Management Team and organisation; agreeing clear objectives, monitoring and measuring results to ensure KPIs are met and supporting the development of the team to ensure the flexibility and capability of the organisation.</li> <li>Ensure clear and consistent communication processes are in place to inform and engage staff at all levels across all parts of the wider organisation.</li> </ul>
<b>Stakeholder Engagement</b>	<p><b>Represent the organisation with all key stakeholders, lead all public relations activities and be a good ambassador for the sport at all times nationally and internationally.</b></p> <ul style="list-style-type: none"> <li>Act as the key point of contact to represent, lead and enable the organisation within the national, international and Olympic communities.</li> <li>Build and cultivate strong effective working relationships internally and externally to advance the interests of the sport nationally and internationally.</li> <li>Ensure the development and implementation of a marketing and media strategy to build and optimise the brand, image and reputation of the sport in the public domain.</li> </ul>
<b>Develop and Manage Infrastructure</b>	<p><b>Develop, manage and maintain the physical infrastructure and organisational assets, as appropriate.</b></p> <ul style="list-style-type: none"> <li>Ensure the management and maintenance of the infrastructure and assets of the organisation (facilities, IT systems and databases and support services and equipment), <b>as appropriate.</b></li> <li>Ensure the effective management of any third party contracts in relation to facilities management.</li> <li>Ensure disaster recovery and contingency plans are in place to maintain operations.</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>Undertake and assist on other ad hoc projects as and when required.</li> <li>Other duties as required by the demands of the organisation and Board.</li> </ul>

## PERSONNEL SPECIFICATION

### ESSENTIAL CRITERIA- Qualifications and Experience

- Evidence of significant experience (breadth and depth) within a business or similar environment.
- Full, valid driving licence

### Leading the Culture for Success:

- Experience at Senior Management level of positively leading and managing teams.
- Sound knowledge and understanding of sporting structures and working within them for success.

### Establishing an Approach and Achieving Results:

- Experience of working positively with Boards and operating at a strategic level (with the ability to 'think strategically').
- A strong record of delivering results.
- Strong financial management with experience of managing significant budgets.

### Enabling the Optimal Environment (for Organisational and Personal Development):

- Demonstrable track record of implementing organisational change and continuous improvement to evolve capability and capacity.

### Strengthening Relationships and Working Together for Success:

- Experience of building sustainable relationships to further organisational interests within a highly complex 'political' environment.
- Experience of driving strategies to secure revenue including from commercial partnerships and other external sources.
- Ability to manage to positively influence and manage media relations.

### DESIRABLE CRITERIA

- Degree or similar level qualification in a sports or management-related discipline or equivalent.
- Experience at Senior Management level of positively leading and managing teams within a sport related environment.

- Experience of working within a volunteer lead environment.
- Experience of working with the media.
- Experience of participating in a sport ideally at a high level.