

Job Description for the position of Chief Executive Officer

Job Title:	Chief Executive Officer Community Games
Function:	<p>The primary objective of the Chief Executive is to implement the Community Games philosophy, to promote its overall ethos and to achieve its fundamental purpose. Within this framework, the Chief Executive is responsible for:</p> <ul style="list-style-type: none">• The overall strategic and operational management of the Community Games according to policies, including those dealing with delegated authority, and plans approved by the Community Games Board Of Directors;• Giving direction and leadership toward the achievement of the organisation's philosophy, mission, strategy, and its annual goals and objectives;• Leading, managing, planning, organising and co-ordinating all of the day-to-day activities of the Community Games; and• Making proposals to the Board generally on any matter relating to its activities and particularly in relation to the performance of the Chief Executive's functions.
Accountable to:	Board of Directors, reporting directly to the President of the day.
Major Tasks	<ol style="list-style-type: none">1. <u>Strategic Planning and General Management</u><ul style="list-style-type: none">• Strategic Plan – the CEO will lead, in conjunction with the Board, the development and preparation of the Community Games strategic plans for approval by the membership.• Annual Business Plan – the CEO will develop an annual business plan for the Board's approval setting out key goals for the year, performance indicator, and resource allocation in order to achieve the goals. Annual plans will be aligned with Community Games overall strategic priorities and will be developed following appropriate consultation.• The CEO will be responsible for managing implementation of the Annual Plans and for reporting to each Board meeting on implementation.2. <u>Financial Management and Control</u><ul style="list-style-type: none">• The CEO will, in conjunction with the Treasurer, prepare a draft annual budget for each forthcoming year, in line with the Community Games strategic and service priorities and set within the Community Games overall

financial constraints. The Board will approve the draft Budgets with or without amendment.

- The CEO will, in conjunction with the Treasurer, report to every Board meeting on financial matters.
- The CEO shall prepare, in conjunction with the Treasurer, the annual financial statements for the Board's approval.
- The CEO will implement the Board's financial policies in relation to areas such as financial procedures, approval limits and authorities, bank policy, cash policy, international trip cost policy, etc.
- The CEO can make proposals for the Board's consideration about any matter relating to its systems for financial management and control.

3. Programmes and Policies

- The CEO shall facilitate and promote policy development at staff level, board level and with sub-committees and working parties established by the Board for such purposes.
- The CEO will lead and manage the long-term development of the Community Games in Ireland.
- The CEO shall oversee the effectiveness of voluntary committees and voluntary resources for Events, education of leaders and coaches, Area development by working with the relevant committees and associated bodies.
- The CEO shall lead on the day—to-day management of legal matters affecting Community Games affairs and shall report to each Board meeting on all legal issues arising, with the Board being responsible for decisions on any action (s) to be taken in respect of such issues.

4. Communications

- The CEO shall ensure that an appropriate participative and consultative approach is taken in the development of policy, strategy and business plans and in decision-making involving Staff, Stakeholders and Voluntary members in such processes.
- The CEO will provide reports to the regular Board meetings. The CEO shall be entitled to attend all board meetings and participate in all discussions save for those concerning his/her own performance.

- The CEO shall lead and manage on all matters relating to membership communication save for those communications that come directly from the Board, which will be the responsibility of the Secretary.
- The CEO will work with Committee chairpersons in developing objectives, in creating an annual programme of work and in monitoring progress in respect of the programme. The CEO shall be entitled to attend Committee meetings. In the case of those Committees, which by the nature of their remit, (e.g. those dealing with certain disciplinary issues, selection issues, audit) are required to report directly to the Board, separate arrangements, agreed on a case by case basis, shall apply.
- The CEO, in conjunction with the Company Secretary, shall lead on communications with international bodies, Irish Sports Council, Sport Northern Ireland, Coaching Ireland and Government Departments.

5. Human Resource Management

- Manage the human resources of the organisation according to authorised personnel policies and procedures that fully conform to current laws and regulations.
- Lead and manage the recruitment of new staff to the organisation in line with best practice recruitment and selection policy.
- Lead and manage the work and contracts of all Community Games staff.

6. Community and Public Relations

- Lead and manage all marketing and public relation activities with the aim of ensuring that the Community Games is presented in a positive light to members, the public, the media and any key stakeholders.
- Prepare, in conjunction with the Community Games President, statements to the media regarding matters of policy.
- The CEO, in conjunction with the Community Games Director of Marketing and PR, will proactively develop ongoing media relations.

7. Sponsorship and Grants

- The CEO is responsible for seeking and negotiating all forms of

sponsorship. The Board is responsible for approving sponsorship agreements.

- Prepare for the Board's approval grant application submission to the Irish Sports Council.
- The CEO shall work with the Ulster Committee in the preparation, for the Board's approval, of a grant application submission to the Sport Northern Ireland.
- The CEO shall oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach potential funders, submitting proposals and administering fundraising records and documentation.

8. General

- To ensure that all relevant legislation or statutory regulations are complied with in full by the organisation.
- To ensure that all property, equipment and vehicles owned or leased by the organisation are maintained in good order.

Person Specification

Essential

- A degree or equivalent third level qualification
- Evidence of a commitment to Continuous Professional Development
- Previous experience with successful funding applications to government or private bodies
- Five years experience in a management position to include people, financial and budgetary management responsibilities
- Be highly motivated and passionate about advancing the standards and results of the NGB's sport
- Previous experience of regular reporting to the board of a company
- Previous strategic planning experience to include all stages of the process, i.e. from analysis to implementation and revision
- Previous experience of leading change management initiatives in an organisation
- Must have excellent organisational skills and be able to act on own initiative
- Excellent interpersonal and communication skills

Desirable

- Previous experience of using information technology to automate business processes
- Previous experience of devising business plans and the successful achievement of the KPI's therein
- Previous experience of working in a sporting organisation at National or Regional level
- Previous experience of increasing levels of participation and performance in a sporting organisation
- Previous experience in attracting sponsors to a not for profit organisation