

## **An Óige: Chief Executive Officer** **(<https://www.activelink.ie/node/109513>)**



### **Chief Executive Officer – An Oige (Full-time / hybrid working pattern)**

#### **About An Óige**

An Óige (Irish Youth Hostel Association) is an organisation with charity status which provides hostel accommodation and access to outdoor activities for the young and young-at-heart in several hostel facilities across the Republic of Ireland. It is also a member of Hostelling International.

An Óige was set up in 1931 and has vital cultural and historical significance. It has played a significant role in providing affordable access to nature and rural locations in Ireland to young and old, from Ireland and abroad.

For additional information, please see <https://www.anoige.ie/> (<https://www.anoige.ie/>)

#### **About the role**

An Óige is currently seeking a new Chief Executive Officer (CEO) on a full-time basis (-35 hours per week). The post holder will be responsible for the day-to-day management of An Óige, setting and achieving critical financial and strategic goals and, in conjunction with the Board, creating and implementing a vision and strategy for the organisation.

The CEO will oversee a team of central staff and hostel managers, and will report to the Board of Directors.

#### **Responsibilities**

- **Leadership**
  - Lead a small team of central staff, manage hostel managers, and indirectly the hostel staff, volunteers, and wardens, in the various hostels around the country
  - Responsible for recruiting, training, and managing performance of the team
  - Support the work of the Board of An Óige and subcommittees and ensure that all organisational resources are effectively utilised
- **Strategy**
  - Establish and integrate a coherent framework for planning and delivering strategic priorities - setting goals, defining priorities, and ensuring alignment with the organisation's mission
  - Play a crucial role in shaping the vision and mission of the hostel association, articulating a compelling narrative that inspires staff, stakeholders, and the community
  - Oversee the development and implementation of programs and services that align with the association's objectives, including youth programs, accommodation services, and community outreach
  - Develop and implement an effective membership strategy
- **Finance**
  - Financial governance, including budget management and financial reporting, annual budget estimates and the auditing process
  - Drive, manage and implement the yearly business plan within budget, ensuring timely budget submissions to the funding organisations and to respond to any queries from funders
  - Liaise with the senior accounts administrator and external auditors
  - Seek and manage Government grant funding to broaden the income base

- **Operational Management**
  - Responsibility and authority over all areas of the organisation, including Finance, Administration, Human Resources, Health & Safety, IT, and Hostel Management
  - Facilitate the day-to-day business of delivering financial viability, with overarching responsibility for planning, performance measurement, reporting, decision-making, resource allocation, and staff management
  - Oversee the portfolio of hostels, including business plans, facilities and maintenance, ensuring the hostels are well maintained and offering excellent service and facilities
- **Governance & Reporting**
  - Ensure compliance with all regulatory commitments, working closely with the Board on the overall development of the organisation
  - Report regularly to the Board on the management, budget, and status of agreed actions and governance
- **Representation & Advocacy**
  - Primary communication on behalf of the organisation, representing the association in advocating for young people's needs, promoting their well-being, and providing safe and affordable accommodation and activities
  - Represent An Óige to external stakeholders and act as the primary point of contact, including the Charities Regulator, Government departments, Hostelling International and suppliers
  - Raise and maintain the profile of the association and its members, making representation externally at senior levels
  - Collaborate with government agencies, partners, and other stakeholders to advance the association's goals
  - Engage with local communities, promoting awareness of the association's work and building strong relationships

The above description is not intended to be exhaustive - the post holder may be required to perform other duties as appropriate, which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

## Who you are:

- A highly organised, innovative, dynamic person with personal initiative and strong leadership skills, who enjoys finding creative solutions to challenges
- A strong team player who acts with integrity at all times, with the ability to work independently
- An excellent communicator who can exert influence on relevant policy and practice at national and regional levels, and in other sectors and organisations
- A genuine commitment to improving the lives of young people with a commitment to equal opportunity in all matters
- A hands-on approach to all aspects of managing daily tasks, with the commercial acumen to run a small to medium-sized organisation
- A good strategic thinker with excellent planning skills and the capacity to see the big picture, but also with the ability to be detail oriented

## Skills / Background & Qualifications

- A good general education standard
- Minimum of 10 years' business experience in a similar role with specific emphasis on finance, administration and strategy implementation
- Previous senior leadership roles, preferably in the nonprofit sector, hospitality, outdoor pursuits, or youth activities industries
- A robust knowledge of the sector with expertise and experience in financial management, corporate governance, human resources, and marketing
- Experience of working with a board of trustees in a voluntary, public, or private organisation, and the ability to develop a positive relationship with a board
- Proven leadership qualities and change management abilities with the capacity to direct and support the organisation to achieve its objectives
- Experience with budgets and accounts, with a demonstrated understanding and experience of financial reporting
- Experience in governance and familiarity with the requirements for the Charities Governance Code
- Excellent communication skills, both verbal and written, and can communicate effectively with diverse audiences, including staff, board members, and external partners, with the ability to manage competing priorities
- Excellent IT skills

## Desired Skills and Experience:

- Recent experience of working in the charity sector
- Experience of membership organisations and an understanding of the role of umbrella bodies in leading, supporting, and providing services to a diverse membership

- Experience of successful fundraising
- Digital marketing experience

## Location

An Óige has a number of sites located throughout Ireland, currently in Wicklow, Galway and Donegal.

The role will be remote/hybrid. The CEO will be required to be flexible in their working hours due to the requirement of the occasional need to travel to Dublin meet staff, the Board of Directors and external stakeholders. Occasional site visits will also be required to our various hostel locations. Board meetings take place once a month in the evening in Dublin.

## Remuneration and Benefits

- Tenure: 3 year fixed-term contract \*
- Salary: commensurate with experience and within the remit of a charitable organisation, up to €90,000 per annum
- Working hours: 35 hours per week - flexible hours accommodated
- Annual Leave: 25 days per annum

\* A probationary period of six months applies. The tenure may be extended.

## Application

If you are interested in applying for this position, please forward your CV and covering letter to [fiona@engagehumanresources.com](mailto:fiona@engagehumanresources.com) (<mailto:fiona@engagehumanresources.com>).

The closing date for all applications is 12pm on Friday, 2nd August, with interviews planned for Friday, 16th August.

### Region

Remote / Hybrid

### Date Entered/Updated

12th Jul, 2024

### Expiry Date

2nd Aug, 2024

---

**Source URL:** <https://www.activelink.ie/vacancies/community/109513-an-oige-chief-executive-officer>