

Humanist Association of Ireland: Operations Manager **(<https://www.activelink.ie/node/113721>)**



Job Specification: Operations Manager

Organisation: Humanist Association of Ireland (HAI)

Reports to: Chair of Board of Directors

Location: Fully remote (must be based in Ireland)

About the Humanist Association of Ireland (HAI):

The Humanist Association of Ireland (HAI) is the national organisation promoting humanism as a life stance. We aim to provide a supportive community for humanists in Ireland and to advocate for a secular state that upholds equality, freedom of thought, and human rights for the non-religious.

Vision: A tolerant and connected society, informed by humanist values.

Mission: To promote humanism as a practical way of living, and a guiding framework for society as a whole.

Values: Compassion - a quintessential feature of being human is the capacity to show compassion to others. Equality – respect for people of all backgrounds, and for their right to hold different beliefs and opinions. Reason - an adherence to empirical evidence, logical thought, and a critical faculty.

Context for Appointment:

The Operations Manager position will play a key role in shaping the organisation's future, building on its strong foundation to ensure long-term sustainability and impact. This is a remote, part-time role offering the opportunity to lead a values-driven organisation and make a meaningful contribution to Irish society.

Overview:

The Operations Manager is a key leadership position within the organisation, responsible for delivering the HAI's mission to represent and promote humanist values, grow its membership, manage its ceremonies service, and enhance its national presence. The Operations Manager will drive advocacy efforts, manage financial and operational functions, oversee membership and celebrant networks, and develop strategic initiatives to sustain and grow the organisation. The role holder will also be responsible for delivering on the goals of the HAI Strategic Plan 2024-2026 in conjunction with the HAI Board of Directors.

Key Responsibilities:

1. Organisational Leadership and Development:

- Lead the development and implementation of strategic and operational plans and annual work programmes in collaboration with the Board of Directors.
- Lead and manage the day-to-day operations of HAI, ensuring economy and efficiency in the use of resources, and ensure systems, procedures and practices are in place for evaluating the effectiveness of operations.
- Provide strong leadership and support to staff, celebrants, and volunteers, fostering an inclusive and collaborative culture.
- Ensure HAI's operational procedures, policies and standards are kept up-to-date and in line with best practice.

2. Governance

- Ensure strict adherence to the Charities Governance Code, other governance standards, and regulatory requirements, including engagement with the Charities Regulator and other statutory bodies.
- Work with the Chairperson to ensure an effective Board and Board governance structure, meeting all of its statutory duties and operating at the highest level.
- Report in a transparent and thorough manner to the Board on all matters relating to the implementation of the strategic plan, management and finances of the HAI, and strategic and organisational development.

3. Communications and Advocacy

- Serve as the primary spokesperson for HAI, representing the organisation's values and mission to the media, policymakers, and the public, as well as at State events.
- Direct and develop communications to effectively influence and shape policy and practice – both internal and external – that align with HAI's vision, mission, services and activities.
- Develop and implement initiatives to grow HAI's membership base and enhance member engagement.
- Oversee the planning and delivery of educational programmes and events, including workshops, conferences, and public forums, to raise awareness of humanism among diverse audiences.
- Oversee the organisation's digital presence, including website management and social media engagement.
- Coordinate public education campaigns and events to advocate for key humanist issues, and promote humanist values and humanist ceremonies.

4. Financial and Stakeholder Management:

- Oversee the organisation's finances, ensuring sustainability and alignment with strategic goals.
- Identify and pursue new funding opportunities, including grants, partnerships, and donor engagement.
- Develop and maintain relationships with key stakeholders, including government agencies, civil society organisations, and international humanist bodies.

5. Ceremonies Service Management:

- Oversee the recruitment, training, and ongoing professional development of the HAI celebrant network.
- Ensure the ceremonies service delivers high-quality, meaningful experiences aligned with humanist values.
- Monitor trends in ceremonies demand and implement strategies to maintain the HAI's position as a leader in secular ceremonies.

Person Specification:

Qualifications and Experience:

- A primary degree in a relevant discipline
- A minimum of three to five years' experience in a senior leadership role, preferably in the non-profit or advocacy sector.
- Proven track record of financial management, including budget preparation and reporting.
- Demonstrated success in advocacy, public relations, or policy development.
- Experienced in managing diverse stakeholder relationships, including the general public, civil society organisations, politicians, media, HAI members and celebrants.
- Familiarity with managing events or services, such as ceremonies or educational programmes.

Skills and Competencies:

- Strong organisational and people management skills, with the ability to inspire and lead teams.
- Excellent written and verbal communication skills, including public speaking and media engagement.
- Knowledge of and competency in fundraising
- Strategic thinking and the ability to translate vision into actionable plans.
- Proficiency in digital tools, including CRM systems, website maintenance and social media platforms.
- A commitment to humanist principles and values.

How to Apply:

Candidates are invited to submit their CV (maximum total of 2 pages) and a cover letter (maximum of 1 page) detailing their suitability for the role to recruitment@humanism.ie (<mailto:recruitment@humanism.ie>) **by 5:00pm on Friday, 28th of February 2025.**

Interviews will be held in week-commencing 10th March 2025.

Terms and Conditions of Employment:

The position is part-time (30 hours per week) and will involve some evening and weekend working hours. The position will be home-based, and the actual hours worked each week will be flexible by agreement.

The salary scale for the position is €35,000- €40,000 per annum, commensurate with experience and to be discussed and agreed with the candidate and will be paid monthly in arrears. Appropriate travel, subsistence and other out of pocket expenses will be reimbursed after approval.

For more information about the Humanist Association of Ireland, visit www.humanism.ie (<http://www.humanism.ie>)

Region

Remote

Date Entered/Updated

10th Feb, 2025

Expiry Date

28th Feb, 2025

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