



Cycling Ireland Operations Manager

Operations Manager

Job Description

Job Title:	Operations Manager
Responsible to:	Chief Executive Officer
Contract Duration:	50 Week Fixed Term, renewable subject to funding
Responsible for:	Financial, commercial and operations functions
Hours of work:	38.5 hours per week
Salary:	Dependent on qualifications and experience

Background:

Cycling Ireland (CI) is the National Governing Body for the sport of cycling in Ireland. CI has an opportunity for an Operations Manager to join a vibrant organisation catering for the needs of a rapidly growing sport. In the first instance this role is for one year, subject to further funding the role will be reviewed and renewed on an annual basis.

Operations Manager:

The Operations Manager will be principally responsible for the provision and management of membership, financial and day to day office functions.

Duties will include:

- Staff management;
- Production of monthly accounts;

- Production of management reports;
- Oversee the delivery of membership services;
- Management of service providers contracts;
- Assist CEO with funding applications;
- Assist CEO to broaden range of membership benefits and seek new sponsorship opportunities;
- Ensure governance practices and company policies are followed.

Person specification:

	ESSENTIAL	DESIRABLE
Qualification & Attainments	Hold a recognised 3 rd level qualification	Accounting qualification
Relevant Experience	<p>Experience of Sage or similar accounting package</p> <p>Demonstrable experience of working in an office management role</p> <p>Competence in budgeting and financial management</p> <p>Experience of managing staff</p> <p>Experience in management of services provision</p>	<p>Generation of management reports</p> <p>Knowledgeable of cycling</p>
Special Aptitudes	<p>Competent in use of Microsoft XP or above; and in particular Word, Excel, and Power Point, email and website</p> <p>Excellent literary and communication skills with the ability to produce clear, concise reports</p> <p>Excellent organisational skills</p> <p>Experience of making presentations</p>	<p>Experience of working under pressure and to strict deadlines</p> <p>Full clean driving license</p>

	ESSENTIAL	DESIRABLE
	to a target audience	
General Aptitudes	Highly proactive, with the ability to work with minimal direction	
Disposition	Good Interpersonal skills and ability to work as part of a team Ability to be self-motivated, resourceful, work on own initiative in a flexible and co-operative manner.	
Circumstances	Access to a form of transport that will permit the post holder to meet the requirements of the post in full	Ability to work out of normal office hours

General information:

Application closing date: **Friday January 20th, 2012.**

Interview and start date: Interviews will be held in Dublin in February with a view to commencement date shortly afterwards

The post will operate from Cycling Ireland's office at Kelly Roche House, Dublin 1. The post is offered as a fixed-term contract and salary is dependent on experience and qualifications. The on-going funding for this post is subject to negotiation and to confirmation of funding from Cycling Ireland's funding partners. Short listing will apply as do Garda/Access NI vetting procedures.

Interested persons are invited to submit their CV along with a covering letter outlining why they believe they are suitable for the post to Geoff Liffey, Chief Executive Cycling Ireland, at the following email address: geoff@cyclingireland.ie