



Job Description – Assistant CEO

Position: Full-time (4 days per week)

Contract: Permanent

Reports to: Chief Executive Officer.

Salary: €50,000 per annum

Hours: Mon – Thursday, 09:00 – 17:00.

Location: Tullamore, Co. Offaly.

Pension: 5% Company Contribution

Health Care: HSF Health Plan

Annual Leave: 25 days

ABOUT THE IRISH MEN'S SHEDS ASSOCIATION

The Men's Shed movement originally started in Australia which inspired their Irish counterparts to begin their own movement. Following the formation of the first shed in Ireland in 2009 the shed movement began to grow rapidly, with there now being over 435 sheds registered with the Irish Men's Sheds Association (IMSA) and about 7,000 men visiting a shed every week.

Men's Sheds are community spaces which allow men to build a social network, engage in their communities and share skills. The Men's Sheds are inherently health promoting due to the sense of meaning, camaraderie and social support offered within them.

The Irish Men's Sheds Association was established in 2011, with the aim of making it as easy as possible for any like-minded group of men in Ireland to set up, run and maintain a Men's Shed. To this end, we provide information, resources, and support to sheds throughout Ireland; listening and responding to our members' concerns is a cornerstone of our ethos.

Our vision is of an Ireland where every man can join a Men's Shed, and where Men's Sheds are integral parts of their communities, accessible to all. We aim to use Men's Sheds as a means of creating more stable, connected, and cohesive communities, where the general health & wellbeing of Irish men is improved to the greatest extent possible.

ROLE OVERVIEW

IMSA is now seeking an experienced and innovative Assistant CEO to join our team. The successful candidate will assist on operational matters and lead out on the development and maintenance of Corporate Relationships while advancing strategies and plans to maximise our resources from a variety of sources. If you have a passion for this role and sector and have the experience to adeptly

handle both operational management and the development of strategic resources and relationships with external stakeholders, then this exciting opportunity is perfect for you.

KEY RESPONSIBILITIES AND TASKS

- Working closely with the CEO to assist in the management of the operational team, including agreeing work plans, conducting regular reviewing, and supporting the growth and development of each team member.
- Collaborating with the CEO to identify areas of innovation and development.
- Working with the CEO on strategy, leadership, finance, management and planning
- Building on and maintaining the organisation's culture of quality, trust, and inclusivity
- Developing, implementing and reviewing organisational policies and procedures.
- Roll out programmes for corporate supported sustainability initiative for sheds.
- Cooperating with the CEO to develop proposals for corporate / public funding agencies.
- Develop in conjunction with the CEO an annual Fundraising Plan to maximise income from a variety of sources in line with IMSA's fundraising strategy.
- Research and develop leads amongst prospective supporters and partners and build a network of interested organisations and companies who will financially support the Men's Shed movement.
- In collaboration with the CEO to develop propositions for potential corporate partners from across the business world.
- Maintain our commitment to the Statement of Guiding Principles for Fundraising (ICTR) and continue to work in full compliance with the Governance Code.
- Represent the organisation at relevant local and national level at relevant meetings and conferences.
- Provide direct support and training for sheds in the formulation of a development & engagement strategy.

ESSENTIAL REQUIREMENTS

- A minimum 3 years' experience in a similar or relevant role.
- A proven record of achievement at senior level in a position with a similar range of responsibilities
- Be the holder of a full driver's license
- A deep passion, connection and understanding of the work of IMSA.
- Experience in people management and ability to foster a united team working culture.
- Excellent networking and influencing skills and ability to develop relationships from initial contact to long-lasting partnerships.
- Strong business acumen, strategic thinking and focus on operational excellence.
- Ability to create and deliver compelling presentations on the organisation's work to a variety of audiences.
- Excellent interpersonal and communication skills.
- Proven experience of planning, managing and reporting on budgets and targets.
- Highly skilled at developing and maintaining internal and external working relationships at all levels.
- Self-starter with strong determination to succeed.

- Strong project management experience, the ability to prioritise and meet specific targets and deadlines.

DESIREABLE REQUIREMENTS

- A Third Level Qualification in Marketing, business, or a related field.
- Good working knowledge of MS Office and CRM systems (ideally Salesforce).
- Strong passion and commitment to IMSA's values.

APPLICATION PROCESS

Apply by emailing to suzanne@corporatehireland.com (01 5394520) with the following:

1. Letter of application
2. A copy of your CV

The closing date for applications is **9th August 2024**

We regret that applications received after this date cannot be considered.

Irish Men's Sheds Association is an equal opportunities employer. We welcome applications from people from all sections of the community. Recruitment and selection decisions are made on merit – in line with the job, skills and essential requirements set for the roll. Candidates must have the right to work in Ireland at the time of the application.