



CHIEF EXECUTIVE OFFICER

CANDIDATE BRIEFING PAPER

January 2023



OVERVIEW

Cycling Ireland (CI) is the internationally-recognised National Governing Body for cycling on the island of Ireland. The organisation works across all disciplines of cycling and is committed to encouraging, developing and organising cycling across the country. CI receives support from both governments on the island and is recognised as one of three priority sports within the Irish Government's National Sports Policy 2018-2027.

CI has a membership of over 26,000 people, has almost 500 clubs, sanctions approximately 1,000 events and manages over 200,000 event-entries annually. Based on the Sport Ireland National Sports Campus in Dublin, CI has a staff of 26 and also relies on significant support from a large volunteer base.

The past twelve months have been a time of unprecedented change for Cycling Ireland. The organisation now seeks to recruit a full-time Chief Executive Officer (**CEO**) to work alongside a dedicated team of staff, Board and volunteers to deliver CI's strategic plan.

PURPOSE

The CEO will be responsible for the delivery and implementation of the [Strategic Plan 2020-2024](#) (and subsequent Strategic Plans) through clear and decisive leadership and sound business judgement to ensure the overall success, growth and business efficiency of Cycling Ireland.

The work of Cycling Ireland is underpinned by its core values and the CEO will lead by example and ensure that these continue to be embedded across all areas of the organisation.

The CEO is responsible for leading the day-to-day operations of Cycling Ireland and, in close collaboration with its associated entities, has responsibility for implementing CI's Strategic Plan, operating policies and procedures within approved budgets.

A crucial part of this role will be people management, including the fostering of relationships between stakeholders across the different entities in a way that will positively shape and guide the future growth and development of Cycling Ireland. The role covers a broad range of functions, such as Sport Development, High Performance, Event Delivery and Operations, Finance, Procurement, Commercial, Governance and Advocacy.



ROLE OF CEO

- Full responsibility for the delivery of Cycling Ireland's strategy, business and sport plans and performance. The CEO will be accountable to the Board and all public and commercial funding and delivery partners as appropriate.
- Develop and lead on the engagement of key public funding partners (including Sport Ireland and Sport Northern Ireland) as well as oversee the wider stakeholder engagement strategy in order to enhance the contribution of Cycling Ireland to the wider national health and wellness agenda.
- Oversee the recruitment of the core staff team and provide operational guidance and support to employees in delivering the organisation's Strategic/Business Plan.
- Effectively manage the human resources of the organisation according to authorised personnel policies and procedures that fully conform to current laws and regulations.
- Through outstanding leadership, emotional intelligence and a high level of visibility, communicate clear strategic goals and inspire the delivery of world class performance across the organisation in line with strategic and commercial objectives.
- Responsible for the preparation and submission of funding applications to maximise public funding investment to support delivery of the organisation's strategy and business plan.
- Be a core and highly visible ambassador for Cycling Ireland, leading and steering the formulation of a comprehensive external communications strategy to improve and protect the Cycling Ireland brand.
- Build a sustainable, 'best in class', member-focused organisation through the promotion of membership growth, member participation and member retention.
- Secure new commercial partnership funding and develop close and vibrant relationships with appointed partners to maximise brand awareness and revenue return.
- Help ensure the effective governance of Cycling Ireland, including appropriate management of public funding, compliance to legislation and the Governance Code, facilitating and sustaining management processes, and ensuring best practice is embedded in the organisation.
- Be the accountable officer for the organisation especially in respect to Sport Ireland and Sport Northern Ireland funding and delivery of associated performance and participation targets.

- Ensure that the core values of Cycling Ireland are embedded and used to inspire and respect all staff, participants, members and volunteers.
- Ensure that the organisation's commitment to equality, diversity and inclusivity is embedded into the strategy and operational business plans and behaviours of all within Cycling Ireland.
- Ensure that the organisation works within all relevant laws and regulations, including but not limited to safeguarding, employment, equality, health and safety, data protection, and promotes good practice in all activities.
- Oversee all aspects of the management of the organisation's income and expenditure to ensure the timely and detailed recording of all financial transactions undertaken by the organisation and the reporting of these to the board, relevant committees, funders, and other stakeholders in line with best practice.
- Carry out such other responsibilities as may be required from time to time, under the direction of the Board.

THE PERSON

- Broad-based and high-level organisational and administrative experience, including previous experience of reporting at Board level and directing and providing strategic leadership in a complex and commercially-focused organisation to deliver on challenging targets.
- Track record of exceptional achievement in turning strategies into effective reality to achieve sustainable growth through clear articulation of objectives, effectively navigating organisational complexities and challenges, and encompassing swift, informed decision-making.
- Excellent commercial acumen and proven ability to lead and grow a high-performing company, inspiring excellence across all areas of the organisation.
- An engaging personality to lead and build a high performing and cohesive senior management team, evidenced by the ability to balance a natural drive for results, high levels of emotional intelligence, adaptation to change and instilling a culture of collaboration, innovation and support.
- Innovative thinker who demonstrates, thought leadership, the ability to shape and influence the thinking of external bodies, opinion formers and key decision makers to benefit Cycling Ireland.
- Strong understanding of and comfort with the media to drive the profile of Cycling Ireland.
- Exceptional influencing and negotiation skills with the credibility to nurture strong relationships with key internal and external stakeholders at all levels.
- Outstanding communication skills to effectively listen and engage with a broad-based workforce, volunteer groups and membership community.
- Experience of cycling for sport and/or recreation highly desirable.
- Previous leadership experience with a membership-based organisation highly desirable.
- Strong planning and organisation skills with experience of consolidating change and driving a unified vision.
- A natural passion for personal development and ensuring foundations for effective succession planning are in place across the organisation
- Understanding of digital technology and tools to drive commercial growth, member engagement, affiliation to the sport and overall positioning of the Cycling Ireland brand.

- A strong understanding of the governance structures within sporting bodies and related organisations, including volunteer-related delivery.
- Degree or equivalent vocational qualification in business management or other relevant discipline, or evidence of compensatory work experience.
- Build strong relationships and share best practice with other National Governing Bodies and international cycling federations.



REMUNERATION

Six figure basic salary
Benefits package

TO APPLY:

Interested candidates should send a covering letter and curriculum vitae to Myra McGlynn at: myra.mcglynn@cyclingireland.ie

CLOSING DATE: Friday, 27 January 2023

Further information on the organisation may be found on the [Cycling Ireland website](#).

Cycling Ireland is an equal opportunity employer, celebrating diversity and championing inclusivity. If you require any reasonable accommodations to assist you in participating in the employee selection process, please simply let us know. We heartily encourage all interested parties to apply.