



**Chief Executive Officer:
Fixed Term Contract for a period of 3 years and 9 months**

Information for Interested Applicants

Thank you for expressing an interest in the above opportunity with Canoeing Ireland.

Please read ALL of this information carefully.

To apply for this position, you must send a full CV indicating how you meet the following essential criteria and /or desirable criteria:

Essential Shortlisting Criteria

1. Evidence of significant experience (breadth and depth) within a sporting organisation, business or similar environment
2. Demonstrated experience of thinking and operating at a strategic level
3. Leadership:
 - Experience of leading, managing and motivating teams through good and through difficult times and
 - Proven experience of performance management, including effective target setting and achievement.
4. A strong record of delivering results
5. Strong experience of financial and budget management and revenue generation
 - Strong financial management with experience of managing significant budgets
 - Understanding of income/expenditure statements and balance sheets
 - Capability of assessing trends in financial statements as well as constructing annual budgets in liaison with appropriate Officers.

Desirable Shortlisting Criteria

6. Degree level qualification or equivalent.

It is your responsibility to **clearly** demonstrate within your CV (and any covering letter) how your qualifications and experience meet the essential and desirable criteria outlined above. Short-listing will be carried out only on the basis of the information you submit.

The remaining criteria, as outlined in the Job Description (CEO Key Selection Criteria and Critical Competencies), will be tested during the selection process (interview and presentation).

A copy of the full Job Description is attached for your reference.

ONLY INFORMATION PROVIDED ON YOUR CV (and any covering letter) WILL BE CONSIDERED BY THE PANEL.

All information given will be treated with the strictest confidence.

Completed CV's should be returned by email to recruitment@canoe.ie by 5pm on Sunday 22nd November 2015.

Please note that late applications will not be accepted.

It is your responsibility to ensure your application is received and Canoeing Ireland can accept no liability for any emailed applications which do not arrive by the stipulated close date and time.

For your information, candidates shortlisted for interview must be available to attend the selection process scheduled to take place on **either 2nd / 3rd December 2015**. **You are advised that you must be available to attend for interview on both of these dates, as no other dates are planned to be scheduled.**

For any further information on the application process please contact: Diane Allen on +44 (0)7740399706.