# ROLE DESCRIPTION

# OPERATIONS MANAGER

***Role Description:*** The Operations Manager (OpsMgr) is an appointed OI Officer with responsibility for the implementation of OI's strategy, the management of the day-to-day operations of OI, and manages the performance of OI Staff and panel members.

***Directly Reports to:*** The Chairperson.
***Contract Duration & Type:*** 12-month Part-Time contract (25 hours per week)
**Location:** Remote, with occasional travel required.

***About Orienteering Ireland***
Orienteering Ireland (OI) is the National Governing Body for the sport of orienteering in Ireland. With our innovative programmes, and exciting competitions being developed, OI strives to promote orienteering and support our clubs at all levels. We value integrity, ambition, inclusivity, teamwork, and have a passion for continuous improvement.

As our participation rates continue to grow, adding to our diverse membership, we would like to invite a candidate who thinks they are a good fit to join us and be an active player in continuing our growth.

***The Role***
The Operations Manager (OpsMgr) is an appointed OI Officer with responsibility for the implementation of OI's strategy, the management of the day-to-day operations of OI, and manages the performance of OI Staff and panel members. The following list of responsibilities is not exhaustive.

***Primary Responsibilities:***

1. <u>Manage the performance of OI Staff, Panels and service providers:</u>
   a. Establishes workload priorities and timelines.
   b. Coordinates activities between multiple stakeholders to ensure maximum efficiency.
   c. Ensures clear communication is given for tasks, with follow-up where required.
   d. Provides reports on OI activities as required to the BOD/MgtGp.
   e. Ensures that OI Staff, panels or service providers meet OI's safety requirements.

2. <u>Provide support to our clubs and ensure delivery of OI's programmes:</u>
   a. Oversees the design and implementation of OI's development plan annually.
   b. Manages club affiliation process.
   c. Ensures our clubs and stakeholders gain maximum benefit from OI's programmes in line with our goals.
   d. Assists our clubs to ensure they are well governed and in their development programmes and advises them of best practice and available opportunities.

e. Promotes orienteering and it's benefits within our community, and to areas where orienteering has no presence to continue our growth and make our sport more accessible.
f. Ensures that OI builds and maintains its capacity to deliver our programmes.

3. Manage OI's relationships with external stakeholders:
In all cases, the OpsMgr will ensure that appropriate linkages are in place so that the maximum support can be derived to promote and enhance the levels of participation/infrastructure and standards in orienteering.
a. Represents OI where required with the International Orienteering Federation.
b. Represents OI where required with Sport Ireland.
c. Represents or manages OI's relationship with other stakeholders as required.

4. Provide supporting roles to ensure the efficient running of the organisation:
a. Acts as secretary to the BOD & MgtGp as required.
b. Provides advice to the BOD & MgtGp as required.
c. Creates and manages OI's annual operations plan.
d. Administers OI's finances relating to recording, payment, billing and audit preparation.
e. Efficiently manages assigned subhead budgets.
f. Ensures that OI maintains a positive and easy to use online presence.
g. Act as OI's Agent with our insurers.
h. Act as OI's Agent with the Company's Registration Office.

5. Creation of business plans and funding applications:
a. Creates, coordinates and submits business plans and funding applications on behalf of OI as required.
b. Ensures that OI meets any terms of investment requirements.

6. Completes any required training or task as determined by the BOD:
From time to time, OI may require the OpsMgr to complete training or tasks to meet the needs of OI.

The OpsMgr will operate in an open, collaborative, and task-oriented environment and will normally complete their work during working hours on weekdays. A working schedule will be agreed with your direct report prior to commencement with some flexibility being allowed for other commitments. Occasionally their tasks may require work outside of normal working hours, and they must be willing to travel as required. They will also perform other supporting tasks as required by OI.

***Essential Qualifications & Skills:***

1. Relevant third level qualification at a minimum of Level 7 NFQ in Business/Sports Management (or related) degree.
2. Have 3 or more years proven management experience.
3. Proven experience of project management and dealing with multiple stakeholders.
4. Strong organisational abilities.

5. Ability to communicate effectively and clearly.
6. Be an EU/EEA/UK/Swiss citizen or hold a current and valid Work Permit and be resident in Ireland.
7. Hold a full EU driving licence and have access to personal transport.
8. High level of competency with software such as MS Office.
9. Undergo Garda Vetting if successful in the role.

***Desirable Qualifications & Skills:***

1. Have a knowledge of orienteering.
2. Have experience of managing an organisations online presence.
3. Knowledge of accounting practices.
4. Hold a valid Sport Ireland Level 1 Safeguarding Certificate.
5. Have a knowledge of the Governance Code for Sport.
6. Experience of working with community and/or voluntary organisations.

***Not Sure?***

If you think you have what it takes, but don't necessarily meet every criteria above, please still get in touch. We'd love to have a chat and see if you could be a great fit.

***Why Work With Us?***

Competitive salary.
Flexible working arrangements.
Working in a task and goal orientated environment.
Rewarding activities.
Working in a collaborative environment where new ideas are encouraged to achieve our goals.

**How to Apply**

Please submit your cover letter outlining your suitability for this role & CV to the Chairperson before 5pm on **08-November-2026** to vacancies@orienteering.ie.

Interviews are scheduled to commence on the week of 16-Nov-2026.