



Seal Rescue Ireland - Operations Manager

Background

Seal Rescue Ireland (SRI) is a Registered Charity (RCN 20108519) that works around the clock to rescue, rehabilitate and release seal pups found sick, injured or orphaned across the coast of Ireland. Based in Courtown, Co Wexford, as the only seal rescue centre in the Republic of Ireland, they respond to reports nationwide and aim to rehabilitate the seal pups to full health so they can be returned to the wild. SRI promotes ocean conservation and sustainability through research, education, community outreach and habitat restoration programmes, in order to protect our marine environment and all life within.

Position

SRI is currently accepting applications for the full-time role of Operations Manager, with immediate start. This is a salary position with accommodation in staff/volunteer housing available.

The Operations Manager is responsible for overseeing the daily operations at SRI's visitor centre and hospital. The candidate must have strong leadership skills and be versatile with the ability to delegate and multitask. The successful candidate will supervise managers, interns, & volunteers and will work closely with the Executive Director and the senior management team to help the organisation continue to grow and improve through continuous review, problem solving, streamlining and improvement of key processes, policies and procedures.

Reporting Relationship This position reports to the Executive Director

Full Time Position: 40 hrs/week

Responsibilities

- General Management
 - Ensure smooth running of daily operations at the education centre, seal hospital, and staff/volunteer housing.
 - Utilise and develop SRI's custom-built CRM for programme management and animal database
 - Lead and delegate a vast array of duties to staff and volunteers
 - Carry out administration tasks as needed

- Human Resources
 - Oversee scheduling, timesheets and annual leave requests
 - Implement and develop Company Handbook and employee/volunteer policies
 - Liaise with HR Consultancy as required to ensure compliance with employment legislation



- Schedule and facilitate team meetings and check ins
- Intern/Volunteer recruitment, training, evaluations and management

- Health & Safety
 - Oversee, review and ensure compliance with existing policies and procedures to ensure safety of staff, volunteers, visitors and animals in care
 - Serve as COVID-19 Health & Safety Officer

- Finances
 - Manage day to day finances i.e. invoicing, bill payment, and cash handling
 - Liaise with SRI's bookkeeper, accountant and auditor to ensure accurate and up to date accounts

The above is not an exhaustive list and the candidate must be willing to perform various tasks as they arise within a dynamic, fast-paced work environment.

Experience and Qualities required:

Essential

- Minimum of 2 years management experience; proven track record of effectively managing volunteers is preferred.
- Degree/Qualification or equivalent experience in Business Administration, Operation Management, Project Management, Communication Management, HR or related field
- Professional experience within the non-profit/charity sector
- Driven to work under own initiative with the ability to problem solve complex issues and find workable solutions
- Must be proficient in computer programs such as Excel, Word and Powerpoint etc.
- Excellence in organisational management with a strong leadership ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives.
- The ability to multitask and handle multiple projects simultaneously is required.
- Strong written and verbal communication skills; a persuasive communicator with excellent interpersonal skills and ability to work effectively in collaboration with diverse groups of people. Fluency in English is required.
- Must be eligible to work within Ireland/EU and must be physically based in Ireland at the time of hiring due to Covid-19 travel restrictions.
- The Operations Manager must be thoroughly committed to SRI's mission of promoting animal welfare and environmental conservation.



Desired

- Interest/experience in the field of conservation, environmental protection and/or animal care
- Full, clean driving license.
- Advanced Degree in Business Administration, Operations Management, Project Management, Communication Management, HR or similar

Role details

The Operations Manager position is full-time, 40-hours per week, and requires the ability to work on site. The position is based in Courtown, Co. Wexford. The successful candidate has the option to avail of accommodation within volunteer & staff housing at no cost (utilities and basic food are also provided). Salary is €22,500 - €24,000 based on experience. Garda vetting is required.

Application deadline : 5th December 2021

To apply

Please send in CV, Cover letter, contact details for two references, and completed application form to Info@sealrescueireland.org.