



## Seal Rescue Ireland is recruiting for a General Manager.

### Seal Rescue Ireland: General Manager

<b>Job Title:</b> General Manager
<b>Location:</b> Courtown, Co. Wexford
<b>Reports To:</b> Board of Directors
<b>Contract:</b> Permanent upon completion of probation
<b>Salary:</b> €40,000 per annum
<b>Hours:</b> 37.5 hrs per week

### Background:

Seal Rescue Ireland (SRI) is a registered charity which operates a busy seal rescue and education centre located in Courtown, Co. Wexford. The only facility of its kind in Ireland, SRI responds to seal reports nationwide and works tirelessly to rescue and rehabilitate seal pups that are found sick, injured, and orphaned from around the coast of Ireland with the aim to rehabilitate the pups to full health and release them back to the wild. SRI promotes ocean conservation and sustainability through education and community outreach programmes, in order to protect our marine environment and all life within.

### Job Summary

The General Manager reports directly to the Board of Directors. The Manager will be responsible for managing the delivery of the company's objectives, business development, strategizing business opportunities and the smooth daily operations at the SRI Centre. They will lead in the areas of HR, Centre Management, Data Management and Finance. They will work with an external Finance Service Provider and hold responsibility for implementing finance procedures, accounts payable and monitoring income and expenditures. They will have budgetary responsibility for meeting financial targets. They will work with the Heads of



Programmes on meeting programme targets, on special projects and support additional policies, procedures and tools as required.

SRI is a small facility with a big mission. Candidates must be passionate, extremely versatile and work closely with the small team of staff and volunteers. This role is based at the Seal Rescue Centre in Courtown with the opportunity to work remotely one day per week, once training is complete.

## Responsibilities

### Finance

- **Accounts Payable:** Managing procurement and accounts payable.
- **Monitoring & Reporting:** Assist the external finance service provider to produce monthly Management accounts. Maintaining up-to-date complete finance files, tracking income and expenditures and completing follow up actions.
- **Inventory control:** Conducting routine banking services and maintaining inventory control and asset management.
- Support the annual external audit process.
- **Policies & Procedures:** Overseeing the implementation of our financial policies and procedures and supporting their periodic review.

### Human Resources

- Review and implement HR policies, procedures and systems to ensure SRI is meeting its obligations as an employer and has progressive work practices in place.
- Recruitment and induction of new employees.
- Oversee Intern and Volunteer Programme including recruitment, induction and housing.
- Oversee workplace Health and Safety policies and procedures, including insurances. Ensure garda vetting for all relevant staff, and vulnerable adult and child-protection procedures are in place.
- Coordinating with external service providers who perform payroll.

### Administration and Operations Management

- **Operations Systems:** Develop, maintain, and manage office systems and procedures, including Salesforce CRM, data management, online and offline filing, GDPR compliance.
- **Premises Management:** Ensure the efficient operation and condition of the Seal Rescue and Education Centre, including the management of the company vehicle. This also includes the management of the intern rental accommodation.
- **Governance:** Support in maintaining CRA Governance Code compliance.

### Business Development

- **Process Innovation & Overall Compliance:** Review and optimize relevant internal policies, processes



and workflows and identify gaps for additional policies and improved procedures required

- **Strategic Planning:** Work with the Board of Directors to establish a long term strategic plan including the future establishment of a new permanent facility.
- **Fundraising and Marketing:** Work with Heads of Programmes to enhance income streams, identify new channels , including grant opportunities and corporate sponsorships, and align Marketing Plan with business targets.
- **Education and Engagement:** Work with Heads of Programmes to ensure quality educational visitor experiences on site and to facilitate SRI representation at various off site events.
- Serve as the primary representative and SRI spokesperson to the media.

### Person Specification

#### Qualification

##### Essential

- Demonstrable ability in operations, finance and business development with a minimum of 3 years work experience in a similar role

##### Desirable

- A degree in a Commercial and/or Business Management discipline with Organisational Development
- Professional qualification in Accounting.
- Post qualifying experience in a Senior Managerial post
- Understanding and experience of working within a charity and/ or tourism provider.
- Knowledge of Animal Rehabilitation, Environmental Science, Marine Conservation, or related field.

#### Experience and Knowledge

##### Essential

- Demonstrable team leadership skills with evidenced experience of guiding and supporting a team, team motivation, collaboration and achieving planned outcomes.
- Accounting and financial management experience, including experience of budget development and management, monitoring and reporting, the ability to use financial management software and managing accounts payable.
- Experience of working with statutory and other funding organisations.
- Reporting to a Board of Directors.
- Sound understanding of office administration, including experience in the development and management of systems and procedures that ensure efficient operations.
- Report writing and excellent working knowledge of Microsoft products, including Excel
- Excellent communication skills.



### **Desirable**

- Experience of HR management.
- Experience of working in a management role in the charity / voluntary sector.
- Fundraising and grant writing.
- Experience using Salesforce CRM, POS software and/or Checkfront.
- Knowledge of wildlife rehabilitation, veterinary healthcare, conservation, environmental science, climate change, water pollution and legal protections of wildlife.
- Full, clean driving licence.

### **Personal Qualities And Characteristics:**

Leadership, personal integrity and a willingness to work creatively are essential components required for this role. Professional presentation and excellent communication skills are equally important as is the ability to work collaboratively and pragmatically. The successful candidate will be passionate about our mission and able to lead effectively and efficiently.

### **Application Process:**

To apply, please send your CV with a cover letter setting out why you are the right candidate for the role by email to [operations@sealrescueireland.org](mailto:operations@sealrescueireland.org) with the subject line "General Manager Position" by Wednesday 3rd May 2023. Interviews will take place in the week commencing 8th May 2023.