



## Friends of the Earth is hiring a Chief Operating Officer (COO)

Applications from: 22 April 2022

### About the role

Friends of the Earth Ireland is looking to recruit a dynamic leader to the newly created role of Chief Operating Officer (COO). One of the two most senior management positions in Friends of the Earth, the Chief Operating Officer will work closely with the Chief Executive to manage the organization.

Friends of the Earth has grown significantly in the last 5 years, with the number of staff more than doubling to 12. With that growth comes an increasingly complex financial, funding and operational jigsaw that requires increasingly sophisticated management. In strengthening Friends of the Earth to better respond to the challenges ahead and the need to grow the organization's reach and impact, the Board will now be supported by two senior managers, a CEO and a COO. While ultimate accountability to the Board rests with the CEO, lead responsibility for key organizational goals is split between the two roles. The COO will also deputize for the CEO as needed.

The COO will have responsibility for the strategic leadership of the work to advance two of our four organizational goals:

- **Developing our organization**

To ensure Friends of the Earth has robust governance and effective management systems, and the appropriate financial resources, to maximise our impact and to cultivate a positive working environment.

- **Cultivating our community**

To ensure Friends of the Earth supporters feel they are members of a mutually supportive community and present ways for them to participate in and sustain the work of the organization for as long as it is required.

Managed by and accountable to: The Chief Executive.

Along with the Chief Executive, the Chief Operating Officer will attend Board meetings as necessary to report on the management of the organization.

Direct Reports: The Head of Finance and Operations and the Head of Supporter Care and Fundraising.

### Competencies and Responsibilities

	<b><i>Competency A: Financial administration and governance support</i></b>
<b>1</b>	Overall responsibility for Friends of the Earth's finance and administrative functions.
<b>2</b>	Lead responsibility, in consultation with the CEO, for supporting and facilitating the work of the Board to ensure they can effectively discharge their governance responsibilities.
<b>3</b>	Coordinating, with the Treasurer, the work of the Audit and Finance Committee.

4	Overall responsibility for the preparation and management of the organization's budgets and financial reports, management accounts and the annual audit process.
5	Lead responsibility, in consultation with the CEO and the relevant Board officers and committees, to ensure our compliance with the requirements of the Companies Office, the Charities Regulator and the Governance Code.
	<b><i>Competency B: Supporter Care and fundraising</i></b>
6	Shared responsibility, with the CEO and the Head of Supporter Care and Fundraising, for developing the organization's supporter care and fundraising strategy
7	Operational responsibility for overseeing the implementation of the organization's supporter care and fundraising strategy.
	<b><i>Competency C: Operations and corporate services</i></b>
8	Overall responsibility for developing and coordinating cross-organizational policies, systems and processes, in consultation with the CEO and the Heads of Function (movement building, policy change, communications, supporter care and finance).
9	Being the Designated Risk Management Officer, coordinating implementation of Risk Policy and maintenance and monitoring of the Risk Register, in consultation with the CEO and the Heads of Function.
10	Overall responsibility for data systems, data management and data protection.
11	Lead responsibility for the management of human resources (HR) and coordinating, in consultation with the CEO, our work on strategic objective 13: "To foster a culture of collaboration, respect and trust within a staff team where wellbeing is prioritized. To retain and attract motivated, committed and skilled staff".
12	Overall responsibility for our contractual and financial relationships with institutional funders. Coordinating our reporting to funders.
13	Overall responsibility for our relationships with our landlord, co-tenants and tenants, and managing our office space, including health and safety.
14	Overall responsibility for our ICT systems.

## About You

Essential skills or experience:

- Minimum of three years leadership experience in at least two of the three competencies above.
- Demonstrated understanding of the governance and operational standards required by non-profits / charities.
- Experience in managing and reporting on organizational/project budgets of a scale approaching or exceeding that of Friends of the Earth.
- Experience in managing people beyond your own area of expertise.
- Demonstrated ability to manage multiple, complex, projects with competing deadlines.
- Fluency in the English language.

Desirable skills or experience:

- Experience introducing and implementing process improvements.
- Experience procuring and introducing new ICT systems (e.g. data management, accounts software).
- Experience working with productivity, accounting or collaborative digital tools such as Salesforce, AccountsIQ, Slack, ClickUp or similar.
- Experience working in Not For Profit organisation.
- Experience managing relations with state/philanthropic grant-making bodies.

Personal attributes and competencies:

- Commitment to the mission, vision and values of Friends of the Earth.
- Ability to work with a diversity of people, communities, and cultures.
- Strong team player with excellent listening skills and interpersonal communication skills.
- Ability to use initiative, think creatively and work independently.
- High degree of analytical, conceptual and problem-solving skills.
- Ability to respond quickly to external events and demands while maintaining organisational priorities and goals.

## **Terms and Conditions**

Conditions are according to Irish legislation including the legal ability to live and work in Ireland. Friends of the Earth Ireland adheres to Irish law that prohibits discrimination on basis of age, sexual orientation, marital status, birth, fortune, religious, philosophical or political beliefs, language, present or future state of health, disability, physical or genetic characteristics, sex, pregnancy, childbirth, maternity, change of sex, nationality, alleged race, skin colour, ancestry, national, ethnic or social origin.

The working language is English, but applicants are not required to be native speakers.

**Contract duration:** This is 5-year renewable contract. There is a six-month probationary period.

**Hours per week:** This is a full time post (35 hours per week).

**Location:** The organization is based in our office in Mount Street Upper in Dublin 2, however throughout the Covid pandemic and beyond we will continue to facilitate remote working as much as possible. The post-holder will need to be willing and able to be in Dublin for certain meetings and activities as required throughout the year.

**Annual Leave:** Full-time employees get 25 days paid annual leave a year.

## **The Protection & Safeguarding of Children and Vulnerable Adults**

Friends of the Earth Ireland has adopted a policy to protect and safeguard the welfare of young people. The post holder will be required to follow this policy at all times and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisations [Safeguarding and Child Protection Policy and Vetting Policy](#) is available for review on our website.

**Salary:** The starting gross annual fulltime salary will be between €50,926 and €55,750, depending on experience. An annual increment of €1,608 is payable on each anniversary of your employment.

**To Apply:** Send your CV (2-page max) with a cover letter (1-page max) outlining your motivation for applying to this position to [coo@foe.ie](mailto:coo@foe.ie). We regret to inform you that we may not in a position to respond to all candidates and can only guarantee a response to shortlisted candidates.

**We will interview qualified candidates as we identify them, so please do apply at your earliest convenience. We plan to interview all suitable candidates by Friday 3<sup>rd</sup> June.**

*All documentation received by Friends of the Earth will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Friends of the Earth in the processing of job applications and for ongoing administrative purposes with job candidates.*