



Candidate Information Pack

For the position of

CHIEF OFFICER

For

The Canoe Association of Northern Ireland

Completed Application Forms must be returned to
CO3 by Friday 31 May 2019 at 12 noon

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Foreword from the Chair

Dear Applicant

Thank you for expressing your interest in the post of CHIEF OFFICER of The Canoe Association of Northern Ireland (CANI). It is an exciting time for the Charity as we seek to build on our success to date.

We are looking for an outstanding passionate leader with energy and resilience, who will passionately promote our vision and mission, to continue to enrich the experiences of our current members, grow participation, attracting more people and families into the canoeing community.

We are ambitious to continue to grow and diversify, to serve more people in different ways. We are mid-way through our current Strategic Plan and working towards our ambitious commitments.

The position offers the right person an opportunity to lead the Organisation to its next stage of development. The person will be a strong ambassador for the Charity, supporting and promoting the public reputation of the Charity, extending networks of influence, telling the Charity's story and explaining the value and impact of our work.

If you share a commitment to the values and ethos of our Charity, and have the leadership skills and experience, we want to hear from you. Please find enclosed relevant information relating to our Organisation and the role including the selection process.

I am delighted that we are working with Chief Officers 3rd Sector (CO3), to help with the recruitment process. If you have any initial queries relating to the post in the first instance, please contact Nora Smith at nora@co3.bz or telephone 028 90 245356/07825 432333.

Yours sincerely

Alan Branagh
Chair, CANI

History of CANI

The Canoe Association of Northern Ireland (CANI) was formed in 1964 and is the governing body responsible for the management, co-ordination, development and promotion of canoeing in Northern Ireland. It represents the interests of its members to government, the public, and through British Canoeing to the International Canoe Federation.

CANI is the Northern Ireland division of British Canoeing which is the governing body for the UK. CANI, through British Canoeing is affiliated to the International Canoe Federation.

CANI is currently run by a voluntary council which is elected at the AGM each year. To assist the board with developments, there are a number of specialist sub-committees.

- The coaching committee takes responsibility for all Coaching matters.
- The club committee is a forum for clubs to meet, share ideas and advise on developments.
- The performance committee takes responsibility for all Racing, Surf, Polo and Slalom matters.
- Discipline specific committees take responsibility for Competition and Squad developments, these are Racing, Surf, Slalom and Polo.

CANI is an equal opportunities organisation, and all members of the community are welcome within our membership, in line with our Equality Policy.

CANI's Vision

The Canoe Association of Northern Ireland, Scottish Canoe Association, Canoe Wales and the English branch of British Canoeing share a vision for canoeing across the UK; Inspire people to pursue a passion for paddling for health, enjoyment, friendship, challenge and achievement.

CANI's Strategic Objectives for 2017 – 2021

The measure of success in 2021 will be largely based on the achievement of the strategic targets ([contained in this document](#)) but success will also be measured against the following areas:

1. Canoeing will be more accessible for people of all; ages, abilities and gender.
2. Clubs will have greater capacity to grow the sport.
3. Some clubs will have permanent facilities within population hubs.
4. There will be greater awareness of CANI and canoeing across NI.
5. Effective governance will be in place across all aspects of canoeing.

6. A programme of leadership and people development will be in place.
7. CANI will be financially stable, will have additional funding streams and is building its reserves.
8. There will be strong partnerships in place across all aspects of the Organisation.
9. There will be a high quality member service.
10. Greater connection between CANI, its clubs and members will be evident.
11. Major events will have been hosted in Northern Ireland.
12. There will be greater access to places to paddle.

The full Strategic Plan may be accessed [here](#)

Our Finance

Access to the last three years audited accounts may be accessed here

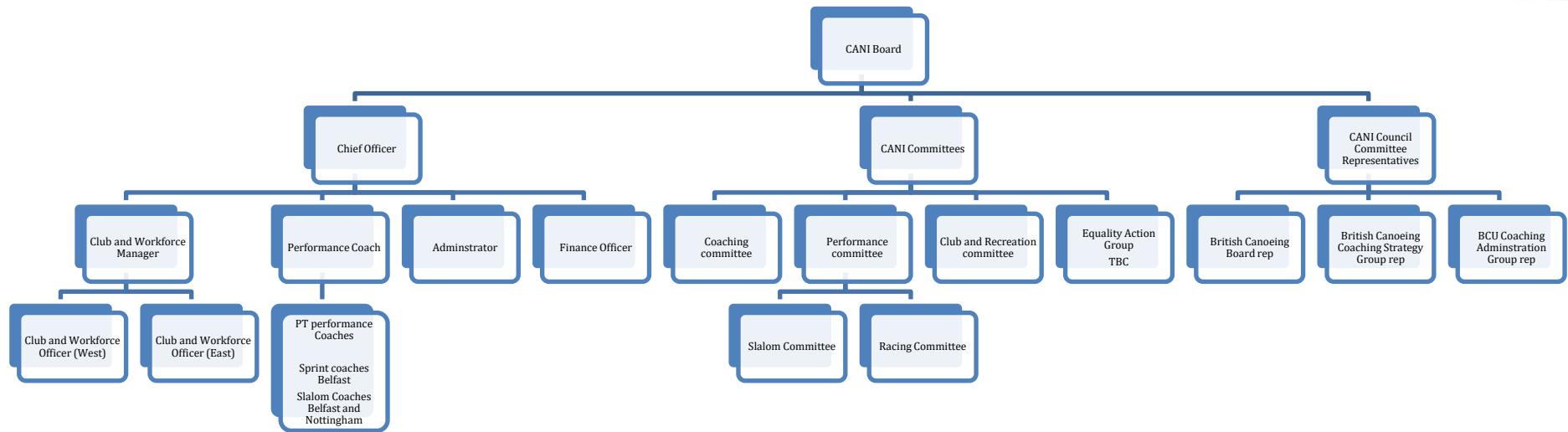
[March 2017](#)

[March 2016](#)

[March 2015](#)



2019 Organisational Structure



Job Description

Job Title:	Chief Officer
Responsible to:	CANI Chairperson
Location:	CANI Office Belfast
Salary:	£33,000 per annum
Contract Period:	Fixed term until 31 st March 2021 with possibility of extension. Term and extension are subject to funding.
Holiday entitlement:	20 Days plus 10 Statutory Days - currently under review

Key Purpose of the post

Job Purpose:

The role of the Chief Officer is to manage the company in an effective and efficient manner, with a clear focus to deliver CANI's strategic plan. The Chief Officer will be responsible for the staff team and their targets within the operational plan.

Key Objectives:

- Delivery of the targets set in the CANI strategic and operational plans within time and budget.
- Ensure effective governance standards are in place to ensure stability and continuous improvement.
- Oversee effective communication of CANI's objectives, programmes and services to funders and stakeholders.
- Provide leadership and representation for Canoeing in Northern Ireland; acting as an ambassador and key point of contact.
- To ensure the CANI Chairperson and the CANI Board are aware of issues of interest and concern.
- To support the CANI non-executive directors to meet their objectives.
- Manage staff and coordinate activity, ensuring the development of a highly motivated team.
- Manage the financial processes, increase annual income, and ensure effective accounting is followed.

Key Responsibilities:

- To be commercially focused in most decisions.
- Plan for long-term financial sustainability.
- Promote and comply with legal requirements and develop practices, procedures and policies.
- Ensure effective monitoring and evaluation for all operations.

- Ensure clear and accountable responsibility is in place within all parts of the Organisation.
- Develop systems for continuous evaluation and improvement.
- Develop systems to support volunteer and committee member support and development.
- Manage and support the development of the staff team.
- Maintain effective relationships with canoeing NGB's.
- Develop and strengthen partnerships and identify new partnerships.
- Establish and manage relationships with key stakeholders and identify new stakeholders.
- Maintain effective relationships with CANI members, clubs and providers.
- Maintain relationships with funders and investors.
- Actively lobby the NI government to ensure that canoeing avails of opportunities available.
- Actively lobby policy development that may affect canoeing in NI.
- Create a strong brand for canoeing to create greater awareness across NI.
- Utilise media to promote canoeing across NI.
- Establish and implement mechanisms for effective communications.
- Promote CANI the company, clubs, providers and canoeing as a sport.
- Lead and support the development of local and national canoeing facilities.
- Work to maintain current access agreements and to develop new agreements.
- Provide technical advice on the development of facilities.
- Oversee the delivery of the CANI performance programmes aligned to the CANI pathway.
- Oversee club developments as detailed in the CANI strategy and operational plan.
- Oversee coaching developments as detailed in the CANI strategy and operational plan.

The Chief Officer will oversee the delivery of the CANI targets, which are aligned to the British Canoeing and Sport NI objectives.

Support and retain

- Volunteers
- Officials
- Coaches
- Clubs

Strengthen

- Closer connection between CANI and its clubs and members
- High membership satisfaction rating by 85% of members
- Work closely with providers of canoeing across NI. Measured by provider satisfaction ratings

Clubs

- Support eight clubs to achieve club mark re-accreditation
- Support eight clubs to achieve club mark
- Increase of two new clubs

Workforce

- Increase of officials population from 115 to 260
- Support the development of 280 coaches
- Increase the club based coach and leader workforce from 205 to 305
- Increase of the club based workforce from 341 to 629
- Support the development of the coach developer population of 727 to 1007

Membership

- Increase of 1000 members which will include the increase of the following groups;
- Increase of 700 club members
- Increase of woman and girl members by 7.7%
- Increase of disabled members by 20%
- Increase of youth members by 20%

General

- Increase of members of people living in areas of greatest need
- Increase in recreational opportunities
- Increase in participation
- Growth within new markets
- Increase of school based canoeing programmes

Performance

- Have two athletes on the GB slalom programme.
- Have three athletes on the GB sprint programme.
- Have five athletes represent GB or Ireland at European or World championships.
- Have two athlete medals at European or World Championships.

Governance

- Work with the Board to ensure strategic oversight of CANI
- Ensure that the major risks to which the Charity are exposed have been reviewed and systems including a live risk register have been established to mitigate these risks.
- Service and support the Board of CANI and sub-committees.
- Appraise the Board of all relevant issues ensuring appropriate risk assessment and mitigation.
- Ensure the publication of an Annual Report and Review and financial returns.
- Assist the Board on matters of policy development, review and renewal.
- Ensure regular and timely financial reporting, budgetary control and advise on variance.

Additional Duties

It is the nature of the work of CANI that tasks and responsibilities may be unpredictable and varied, the role demands a high level of flexibility.

Person Specification

Essential Qualifications
Hold a third level qualification or equivalent. In the absence of a third level qualification applicants must have five years' experience in a leadership or senior management role with direct involvement in key organisational decisions and knowledge of Board governance.
Essential Experience
A minimum of three years' experience at management level
Financial management experience with a clear ability to evidence the implementation and management of the financial policies and procedures ensuring the timely production of monthly management accounts, budgets and variance reports and management of working capital requirements.
A proven track record in delivering a high profile communications and marketing strategy, with the objective of increasing the public profile of an organisation.
A proven track record of identifying, negotiating, securing and managing grant funding and new income generation opportunities.
A proven track record in leading and managing teams and volunteers, which includes positive engagement strategies and cultivating a collaborative team culture whilst role modelling a strong values base.
Experience in project management to ensure the overall program is aligned to and directly supports the achievement of strategic objectives.
Strong strategic planning, prioritisation and execution skills with a proven ability to manage multiple objectives, competing demands and impact through the development of a robust and measurable operational plan.
Experience of leading partnership working and demonstrable experience of building relationships and networks that support the Organisational mission and goals.
Essential Knowledge
An understanding of the environment for CANI's work.
High-level understanding of how to drive market recognition and brand awareness in competitive markets.

An understanding of the diverse range of funding models available to charities, including grants, project funding, independent trust/foundation and trading income.

Essential Skills
Exceptional written and verbal communication skills, with the ability to distil complex ideas in ways that both inspire and create meaningful engagement with a diverse range of audiences.
Professional and public credibility with the ability to speak confidently at public events and represent the Organisation appropriately.
Ability to work collaboratively to find imaginative solutions to difficult situations.
IT literate and proficient in the use of Microsoft Office to include Outlook, Word, Excel and PowerPoint.
* Access to a form of transport to meet the travel requirements of the job, including occasional travel throughout Northern Ireland and elsewhere.
Other Requirements
Ability to work flexible hours in accordance with the needs of the post. This will include occasional weekend work and overnight stays.

*Consideration may be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a license.

If we receive a high number of applications, we reserve the right to increase the number of years of experience that the candidates will have to demonstrate.

Shortlisting Stage

To be shortlisted, candidates are required to have:

- Hold a third level qualification or equivalent. In the absence of a third level qualification applicants must have a minimum of five years' experience in a leadership or senior management role with direct involvement in key organisational decisions and knowledge of Board governance.
- A minimum of three years' experience at management level.
- Financial management experience with a clear ability to evidence the implementation and management of the financial policies and procedures

ensuring the timely production of monthly management accounts, budgets and variance reports and management of working capital requirements.

- A proven track record in delivering a high profile communications and marketing strategy, with the objective of increasing the public profile of an organisation.
- A proven track record of identifying, negotiating, securing and managing grant funding and new income generation opportunities.
- A proven track record in leading and managing teams and volunteers, which includes positive engagement strategies and cultivating a collaborative team culture whilst role modelling a strong values base.
- Experience in project management to ensure the overall program is aligned to and directly supports the achievement of strategic objectives.
- Strategic planning, prioritisation and execution skills with a proven ability to manage multiple objectives, competing demands and impact through the development of a robust and measurable operational plan.
- Experience of leading partnership working and demonstrable experience of building relationships and networks that support the organisational mission and goals.
- A full current driving license and access to a car to meet the travel requirements of the job, including occasional travel throughout Northern Ireland and elsewhere. (Consideration may be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a license).

Guidance notes on completing your application form

Please complete the application form provided, to ensure an equitable recruitment process CVs in lieu of the application form cannot be accepted.

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the requirements of the role and the short-listing criteria.

You should ensure that ALL sections of the application form are completed.

You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.

CANI will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained, these must be articulated within the application form.

Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.

The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.

If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.

ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.

Monitoring and Criminal Convictions Disclosure

Please complete the Equal Opportunities Monitoring form and Criminal Convictions Disclosure Form, these forms will not be disclosed to anyone involved in short-listing your application.

ACCESS NI (Criminal Conviction Checks)

The successful applicant will be subject to an Enhanced Access NI check. The successful applicant will not be able to commence employment until this check has been successfully completed.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying please contact CO3 so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.

Equal Opportunities

CANI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

References

Applicants are required to provide details of two referees, ideally your most recent employer. Referees will not be contacted until after the interview process. You should not seek as a referee anyone who is related to you.

Timescale for Interviews

The first interview will take place on Monday 3 June 2019

Please protect the below dates. Candidates should note that it may not be possible to offer alternative interview times.

Closing date for Applications	First Interview	Second Interview	Final Interview	Relevant reference checks sought and notification provided to candidates
Friday 31 May at 12 noon	Monday 3 June 2019	Thursday 5 June 2019	Monday 10 June 2019	TBC

Closing Date for Applications

The deadline for completed applications is

Please note that you are required to submit two signed hard-copy applications and one electronic copy.

Your completed application should be sent as follows:

Con Collins
Confidential
Recruitment Consultant
CO3
34 Shaftesbury Square
Belfast
BT2 7DB

Two hard copies and one electronic copy to con@co3.bz

CANI cannot accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.

Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid, normally a large letter stamp, to return the form.

Applicants who applied for this role previously need not apply.

Contact Details

If you have any queries regarding the recruitment process, please contact: by e-mail con@co3.bz or telephone 028 90 245 356 / 07803 209590.