



# Irish Seed Savers

*Protecting Ireland's food crop heritage for future generations*

**Title:** Operations Manager

**Location:** Capparoe, Scarriff, Co. Clare

**Reporting to:** Executive Director

**Hours:** 35 hours per week (full-time)

**Salary:** €40,000 – €45,000 commensurate with experience

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The Irish Seed Savers Association is Ireland's leading national conservation NGO for heritage food crop resources. Along with our conservation work we operate as a social enterprise, producing Irish Heritage apple trees and organic open-pollinated seed for sale. We are based in East Clare, where we are a significant employer. In expanding our conservation activities and scaling up our operations to meet increased public demand, and the demand of government schemes including ACRES, we need to create a robust platform for organisational growth and development, ensuring efficiency, effectiveness and compliance within all our administrative and financial systems.

**Overview of the Role:** The Operations Manager will play a key role in ISSA's ongoing development of the internal organisation to match external demands. Part of the management team at ISSA reporting directly to the Executive Director, the Operations Manager will hold responsibilities in the areas of Finance, Office and Data-management systems, Human Resources and grant administration.

**Key Responsibilities:**

- **Finance:** Oversight of the financial systems in ISSA, ensuring they are fit for purpose and being properly executed, providing internal services to the Executive Director and management team.
- **Office and data management systems:** Ensure the efficient and effective administrative management of ISSA through the development of internal infrastructure (systems) and the effective administration of process and procedures.
- **Human resources and Health & Safety:** Working closely with the Executive Director to fulfil the HR function for the organisation and ensure that ISSA is meeting its obligations as an employer.
- **Grant Writing and Administration:** Assisting the Executive and Development Manager with sourcing and applying for grant funding, and the administration of grants, including the completion of reports and funding applications.



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## **Other Duties**

- Management and supervision of all administration and facilities staff.
- Conduct the annual review of compliance with the Charities Governance Code to the Charities Regulator.
- Providing administrative support to the Board as appropriate.

## **Person Specification**

- A self-starter and problem solver, innovative and flexible, with the ability to lead independently in the areas of responsibility and contribute to the wider organisation as a whole.
- Excellent planning, financial, organisational and administration skills with attention to detail, and the ability to prioritise and work efficiently to deadlines.
- Strong interpersonal skills and ability to work well with others.
- Ability to communicate with clarity, both written and verbal.
- Professional and confidential.

## **Requirements**

### **Essential**

- Financial management experience, including experience of managing contractors, monitoring and reporting of budgets and ability to use financial management software.
- Experience in the development and management of systems and procedures that ensure efficient office operations.
- HR management experience, including the development and implementation of policies and processes, including recruitment, developing policies and procedures and Health and Safety.
- Excellent working knowledge of data-management systems and current Data Protection Legislation.
- Excellent working knowledge of Microsoft products.

### **Desirable**

- Experience in the administration of grants and supporting the development of new income-generation strategies and activities.