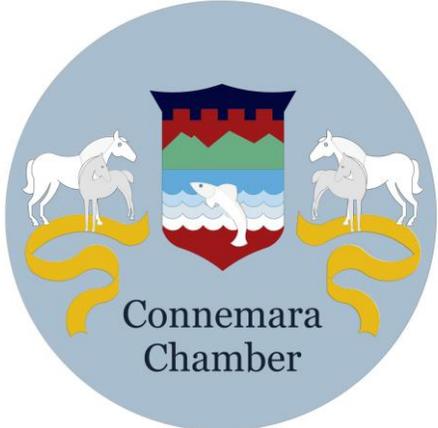




# Chief Executive Officer Candidate Briefing Document



## About Us

Over 30 years delivering projects of value to our members and locality



# ABOUT CONNEMARA CHAMBER OF COMMERCE

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Established to promote sustainable economic development for the benefit of the people of Clifden and the wider Connemara region, Connemara Chamber of Commerce plays a central role in representing local business interests, supporting tourism and advancing community-led initiatives.

The Chamber acts as a critical link between business, government and community stakeholders, advocating for infrastructure investment, promoting regional tourism and co-ordinating major local events that enhance the area's vitality and economic resilience.

With over 100 members spanning a diverse range of industries, the Chamber is an active organisation, keeping business and community groups informed of all that's happening in the region and beyond.

For more information, please visit <https://connemarachamber.ie/>

## GOVERNANCE

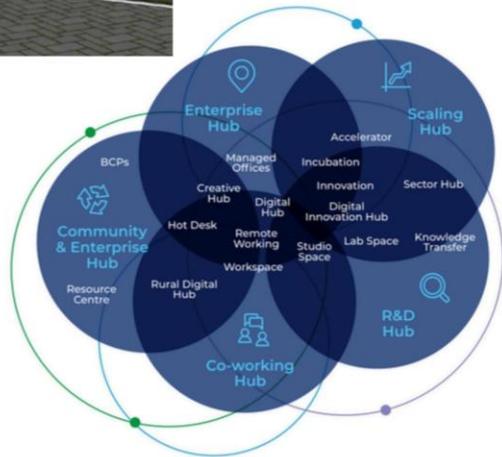
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Connemara Chamber of Commerce is a registered Company Limited by Guarantee, governed by a voluntary Board of Directors who are responsible for good governance and the strategic direction of Connemara Chamber of Commerce.



# CONTEXT FOR APPOINTMENT

As the Connemara region continues to evolve and following the success of its Win A Home in Clifden Fundraiser, Connemara Chamber of Commerce have identified the need to recruit a CEO who can lead out on the delivery of its strategic ambitions, including a new Community and Enterprise Hub in Clifden; balancing strategic foresight with the practicalities of delivering impactful, locally rooted initiatives.



# THE POSITION

<b>Title</b>	Chief Executive Officer
<b>Reporting to</b>	Board of Directors
<b>Direct Reports</b>	1 (part-time Administrator)
<b>Place of Work</b>	Galway Road, Clifden, Connemara, Co. Galway, H71 VH51; hybrid working, subject to business requirements.
<b>Contract Type</b>	3 year fixed-term contract, following successful completion of 6-month probationary period
<b>Working Hours</b>	35 hours per week. The nature of this post requires flexibility in the hours of work and will require occasional work in the evenings and weekend.

# ROLE SUMMARY

Connemara Chamber of Commerce is an active organisation, keeping business and community groups informed of all that's happening in the region and beyond.

The CEO will serve as the senior executive to whom the Board of Directors delegates operational leadership of Connemara Chamber of Commerce. Operating within the strategic direction and governance framework set by the Board, the CEO is responsible for delivering on the organisation's strategic goals – promoting Connemara as a dynamic place to visit, live, work, and invest.



## Strategic Leadership & Communications

- Ensure the organisation's relevance, sustainability, and impact within its field of operation; maintaining and growing its membership in Connemara by ensuring the organisation remains responsive to the evolving needs of the local community.
- Lead the development and implementation of the Chamber's Strategic Plan and an action plan for related organisational and project KPIs.
- Oversee marketing, media, and digital presence of the Chamber, identifying and delivering key marketing and promotional initiatives that drive the success of this strategy (website, social media, local radio, newspapers, etc.).
- Deliver value for and to the membership.

## Advocacy and Public Engagement

- Build and maintain relationships with tourism bodies, government and political leaders to influence progress and act as a key liaison between the Chamber, members, and public stakeholders
- Champion the needs of the membership and local businesses in Connemara.
- Actively engage with the community served to understand diverse needs and priorities.
- Communicate all activities of the chamber with its members.
- Act as a public spokesperson for the Chamber and represent the Chamber at regional, national, and networking events.





## Organisational Management

- Oversee day-to-day operations, membership services, communications, and events, leading and driving all activities and projects embraced by the Chamber, including but not limited to: Clifden Regeneration, Christmas Lights & Marketing, Derrigimlagh Discovery Point, Connemara Pony Show, Connemara Greenway, The Connemara Lotto, Baile Seirbhíse na Gaeltachta, Connemara & Islands DEDP & CAITN Network along with key festivals and events.
- Develop and manage projects that support enterprise, tourism, digital development, and community resilience.
- Manage staff, volunteers, and contractors as required.
- Provide regular reporting and progress tracking against strategic and financial objectives.
- For Chamber related events, ensure full compliance with Health and Safety policies, procedures, reporting and statutory obligations.

## Financial Management

- Develop and manage the organisation's budget, ensuring effective use of resources.
- Ensure robust financial management, including budgeting, reporting, and risk oversight.
- Identify and pursue public and private funding opportunities, leading the development and execution of a diverse and sustainable funding strategy including income from membership fees, local lottery and government.

## Board Relations

- Work closely with the Board of Directors to ensure effective governance and strategic alignment and support the board in fulfilling its governance duties and regulatory obligations.
- Provide timely and accurate reporting to the Board and support its development and effectiveness.

*These duties are a guide to the general range of responsibilities and are neither definitive nor restrictive. The post-holder may from time to time have to undertake any other duties commensurate with the post, as designated by the Board of Directors.*



# PERSON PROFILE

This is an exciting opportunity for an action-oriented self-starter with strong organisational and stakeholder management skills.

The ideal candidate will bring experience in business development, community partnerships and operational delivery - capable of leading day-to-day administration with a hands-on approach, while advancing the Chamber's long-term vision for Connemara.

Equally, they will possess the communication and advocacy skills necessary to represent the Chamber's interests effectively at local and national levels.

Above all, this appointment calls for a professional who shares the Chamber's passion for Connemara's economic and cultural prosperity and can inspire confidence among members, partners and the wider community to ensure a thriving future for the region.

# CORE COMPETENCIES AND SKILLS



Core Criteria	Advantageous
Five plus years' proven leadership experience in management, ideally gained in community development, economic development, or the tourism sector.	✓
Demonstrated success in leading change and growth through strategic planning.	✓
Proven ability to manage facilities, resources, and budgets effectively.	✓
Demonstrated ability to design and execute effective marketing initiatives that foster strong connections within the community.	✓
Proven ability to identify, design, and implement creative initiatives that enhance visitor engagement while fostering collaboration with local partners/members and strengthen the regional economy.	✓
Highly developed communication and relationship-building skills, with the ability to engage, influence, and collaborate effectively with diverse stakeholders.	✓
Strong understanding of governance and the ability to work effectively with a volunteer Board of Directors.	✓
Understanding of local economic development, small business challenges, and the role of a chamber in supporting enterprise growth.	✓
A third level qualification in a relevant field, e.g., business, management, etc.	✓

*If this role is of interest to you and you believe you have what it takes to be successful, but don't necessarily believe that you meet every single criterion above, please do still get in touch so we can discuss further how you may be a fit.*

# PRIORITIES FOR POST HOLDER IN FIRST 12 MONTHS

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In your first 12 months in the role, you will lead on the following priorities:

- ✓ Build a collaborative working relationship with the Board and establish clear lines of accountability and communication.
- ✓ Develop and begin to implement funding strategy to ensure financial sustainability of the Chamber.
- ✓ Engage and grow membership by establishing mechanisms for ongoing member consultation and feedback (e.g., member forums, surveys, networking events) and overseeing the development of a marketing and communications plan to both illustrate the Chamber's work and promote Connemara as a dynamic place to live, work, and do business.
- ✓ Develop and maintain strategic relationships with key stakeholders, including local TD's, Galway County Council, Fáilte Ireland to advance the priorities of its members needs, in line with the Chambers strategic plan.
- ✓ Develop and implement an Operating Plan and Annual Budget, aligned with the Chamber's strategic goals - formalising policies, structures, and procedures for financial management, reporting, and compliance.
- ✓ In collaboration with the Board, lead the planning and funding of the new Hub by engaging with local stakeholders, funders, and public agencies to secure support and resources for the project.

# REMUNERATION

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The salary for this role is in the range of **€50,000 - €60,000** per annum, commensurate with experience.

## Non-pay benefits include:

- Paid time off, including 25 holiday days.
- Hybrid Working arrangements.
- Pension contributions (upon completion of 6-month probationary period).



## APPLICATION PROCESS

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**Recruitment for this role is being managed exclusively by 2into3.**

If you are a visionary and values-driven professional looking to take on a rewarding role, please send your CV and cover letter to **Shannon Barrett, Head of Talent Services, 2into3.**

The closing date for applications is **Friday 16<sup>th</sup> January 2025.**

All enquiries regarding the role will be held in strictest confidence.

- **E-mail**                    [shannon.barrett@2into3.com](mailto:shannon.barrett@2into3.com)
- **Mobile**                    + 353 86 180 6051
- **Address**                    2into3, The Academy, 42 Pearse Street, Dublin 2, D02 YX88
- **Website**                    [www.2into3.com](http://www.2into3.com)

*Connemara Chamber of Commerce is an equal opportunities employer committed to a diverse work environment and welcomes suitably qualified applicants from all sections of society.*

*At 2into3, we endeavour to make all reasonable accommodations to facilitate the participation of candidates in the recruitment process. Please let us know if you require any specific accommodations at any stage of the recruitment process.*

*All expressions of interest and applications received will be processed in accordance with GDPR requirements; please review our [Privacy Statement](#).*

*This position will be offered subject to pre-employment reference checks.*

