

Secretary



DEDICATED TO RESPONSIBLE DOG OWNERSHIP

The Organisation

Founded in 1922 the Irish Kennel Club CLG is a not for profit organisation with 26,000 members based in Harold's Cross promoting the responsible ownership and breeding of dogs throughout Ireland. The IKC operates a Department of Agriculture approved database registering circa 20,000 dogs annually, is the national dog show licencing body, and is a member of the Federation Cynologique Internationale.

Due to the scheduled retirement of the current office holder in the first quarter of 2019, the Board are recruiting a Secretary to facilitate an orderly transition.

The Role

Reporting to the Chair of the Board on canine issues and to the CEO on operational and commercial matters, the Secretary will primarily

- Manage and lead a team of 9 to ensure the smooth operation of the office;
- Maintain the integrity of both the studbook and various databases associated with dog registration, dog show licencing, affiliated clubs, and member qualifications;
- Administer the rules & regulations of the Irish Kennel Club CLG;
- Liaise and communicate with Members, affiliated clubs, and relevant external organisations;
- Organise, attend, take accurate minutes of various meetings (many out of hours), including the AGM, An Ard Chomhairle and the Board, and progress matters arising; and
- Event manage four International Championship Shows hosted by the IKC.

The Person

The successful candidate will be an experienced manager and team leader, with exceptional communication (both written and verbal), administration, and people management skills.

A knowledge of canine matters and some accounts experience would be an advantage but is not essential. Computer literacy including web and social media is essential.

The successful candidate will also be a flexible, trustworthy and reliable self-starter, adept at multi-tasking with an attention to detail and the ability to make impartial informed decisions or recommendations based on the IKC Rules and Regulations. The remuneration package will reflect the Not For Profit nature of the organisation and the calibre of the successful candidate.

Process

To apply please forward a covering letter outlining your suitability for and interest in the role along with a comprehensive CV to The Secretary, Irish Kennel Club CLG, Fottrell House, Harold's Cross Bridge, Dublin D6W PF76. Envelope to be marked 'Strictly Private & Confidential – Addressee Only'. The covering letter must include details of either the current or expected remuneration package. Canvassing a member of either the Irish Kennel Club Board or the selection panel will render any application ineligible.

Closing date for receipt of applications – 5pm Friday 9th November.

Irish Kennel Club CLG is an equal opportunity employer.