

County Waterford Festival of Food Company CLG.

Vacancy for Chief Executive Officer.

Details of the Post.

This is a part time, year round position offered on a contract basis.

Reporting to the Board the Chief Executive Officer will have overall responsibility for the running of the West Waterford Festival of Food in 2018 and all other operations of the company during the term of the contract.

Principal Responsibilities:

The Chief Executive Officer will take full responsibility for the financial management and development of the West Waterford Festival of Food, and see to the overall operations of the administration and financial success of the festival. The Chief Executive Officer will pursue any ongoing food strategy work for the region as it comes up, including administration of competitions such as Foodie Destinations and the development and administration of Food the Waterford Way.

Duties and Responsibilities:

Fundraising: Work closely with the executive committee, or a fundraising subcommittee of the board, to execute fundraising efforts that will include sponsorships, memberships, individual and business donations and advertising, ticketing etc. Working to agreed targets to ensure development of the Festival.

Sponsorship Coordination: Research new sponsorship opportunities and negotiate with existing sponsors. See through the fulfilment of sponsorship agreements.

Grants: Source and apply for any available grants for West Waterford Festival of Food and any other grants pertaining to the development of Food the Waterford Way or any other food tourism initiatives.

Programme: In conjunction with the Festival Programmer the Chief Executive Officer will ensure that a full and attractive programme, adequately financed, is put in place to deliver a successful festival.

Insurance: Ensure that proper insurance cover is in place to cover all activities of the company. Ensure that all stall holders and other participants in the West Waterford Festival of Food have adequate insurance cover which includes an indemnity to the company.

Human Resources: Recruit and administrate staff, interns and volunteers as required for the festival itself and the festival office

Communications: Work with the Festival Programmer in developing the necessary communication and publicity for the Festival

General: Run the festival office and work with the Festival Programmer, particularly in relation to liaising with involved organisations (Chamber of Commerce, Waterford City and County

Council, EHO, Gardaí etc) and in relation to insurance, traffic management plans, waste management plans etc.

Experience / skills required:

- Strong leadership skills
- Excellent project coordination, time management and organisational skills with the ability to juggle and prioritise multiple projects
- Attention to detail and concern for accuracy
- Must be a self-starter – proactive and driven, with a strong work ethic, a high level of motivation, a strong sense of urgency when needed and to consistently meet deadlines
- Ability to delegate responsibilities and foster positive, productive relationships and teamwork amongst staff and volunteers
- Fundraising experience, including negotiating sponsorship deals and generating donations and sponsorships.
- Must be available to work evenings and weekends on occasion, and have total availability in the run up to, and the weekend of, West Waterford Festival of Food 2018 (April 21st-23rd)
- Knowledge of computer packages MS Word, Excel, PowerPoint and social media platforms Facebook and Twitter
- Good experience and knowledge of the food community

It is envisaged that the time commitment will equate to three months full time (39 hours weekly) and nine months part-time (19.5 hours weekly) spread over the period of the contract.

Tender including CV should be submitted to info@WaterfordFestivalofFood.com to be received not later than 5.00 p.m. on Monday 11th September 2017.

Form of advertisement.

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The above company wish to recruit a Chief Executive Officer on a contract basis to the West Waterford Festival of Food 2018 and other company activities. Full details are available on [www. westwaterfordfestivaloffood.com](http://www.westwaterfordfestivaloffood.com).

The latest date for receipt of tenders accompanied by a CV is 5.00 p.m. on Monday 11th September 2017.