



LeisureWorld
Chief Executive Officer
CANDIDATE BRIEF

Please direct all enquiries and expressions of interest, in
confidence to Amy O'Sullivan
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**Closing date for receipt of application is 25th March 2024
@ 1.00pm**

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1. Background

1.1 Organisation Overview

LeisureWorld opened in Bishopstown in 1996 and is a company limited by guarantee, LeisureWorld is a private company and is a self-financing business model since inception. The LeisureWorld Group, which is a wholly owned, not-for-profit subsidiary company of Cork City Council has a Board of Directors comprising 16 members, including local elected members.

Since LeisureWorld inception it has expanded its reach and today LeisureWorld operates 5 Cork City Council leisure facilities which includes

- LeisureWorld Bishopstown
- LeisureWorld Churchfield
- Douglas Swimming Pool
- Mahon Golf Course
- St Peters Church located on North Main Street

The Board now wishes to appoint a Chief Executive Officer to ensure the continued success and development of the LeisureWorld Group.

1.2 About LeisureWorld

We promote healthy and active lifestyles, giving communities access to safe environments and accessible facilities that help improve their health and wellbeing through participation.

LeisureWorld is more than a place; we invest in our people and our communities. And it's not just money; we also invest time and effort in training and developing our staff to be able to provide appropriate services and facilities that encourage the public to avail of our services.

The LeisureWorld Group collectively caters for members of the public of all ages, from toddlers to senior citizens, schools, clubs, community groups, educational, arts, heritage and cultural stakeholder groups.

LeisureWorld is an inclusive and a dynamic organisation with a team of approximately #110 employees, on an annual basis the group welcomes approximately # 750,000 public visits across the city.

2. Role Specification

2.1 Reporting to the Board of Directors

Reporting to the Board, the CEO will be responsible for leadership, management, operations, and the overall performance of the LeisureWorld Group.

The appointed person will provide clear and effective direction regarding all elements of the group operations and will, in conjunction with the Board, design and implement progressive strategic and operational plans for the LeisureWorld Group.

The successful candidate will ensure the delivery of the commercial objectives of the Company, the efficient running and maintenance of the facilities to the required standards, and effective decision-making regarding future developments and investments.

The CEO will focus on customer & employee retention and that utilisation of the facilities and services is optimised

The CEO will represent the LeisureWorld Group in the public domain through appropriate channels and events and will further cultivate relations with key stakeholders and with relevant local community groups.

2.2 Board of Directors Expectations

- Accurate, timely and clear information to enable the Directors to discharge their duties;
- Appropriate information about the Company, including providing access to Company operations and staff members;
- The necessary resources for developing and updating their knowledge and capabilities;
- Support in fulfilling its responsibilities for the proper governance of the Company, including compliance with the regulations.
 - To support the streamlining of the LeisureWorld's corporate governance procedures to align with the requirements of local government & agencies.
 - To ensure the timely and accurate provision of requisite organisational data to relevant bodies and organisations including CCC, Revenue, the HSA etc

2.3 The Person

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The ideal candidate for this position will have a significant leadership background in a public / member-based services orientated sector.

The appointed person will have a strong track record of successful delivery in terms of service delivery, development, growth and commercial performance.

This position requires significant leadership abilities in operations, quality, sustainability, service development, and communications.

In addition to being an excellent leader of people with significant motivational abilities, the CEO will be a clear decision-maker with excellent stakeholder management and interpersonal communication skills across all channels.

He / She will have the capability to build solid, credible working relationships with the public, the local government agencies and community groups, and with individuals and groups at all levels, internally and externally.

Strong commercial acumen is required in addition to a highly organised approach and the ability to prioritise and deliver on a diverse range of sometimes conflicting priorities.

A deep appreciation of relevant developments and initiatives in Health & Fitness, the appointed person will have an affinity for continuous improvement, with high energy levels and personal standards in terms of quality, excellence and the drive to achieve.

An appropriate 3rd level qualification is required, with an additional business management qualification being an advantage.

2.4 Duties and Key Responsibilities

I. Organisational Leadership

- To provide strategic vision and leadership within the policy direction set by the Board.
- To identify and leverage opportunities to develop the LeisureWorld in accordance with the approved company Strategic Plan.
- To prepare a multi-annual business plan for the LeisureWorld Group and to ensure its on-going financial sustainability.
- To lead, motivate and develop employees, ensuring that those working for the organisation are focused on delivering services to the required standards.
- To ensure that appropriate management structures and systems are in place for the LeisureWorld Group to function effectively and safely whilst maintaining all quality standards.
- To ensure that a progressive, service-oriented culture prevails amongst employees.
- To ensure that communications within the organisation are open and transparent.

II. Operations

- To ensure the highest levels of quality in all aspects of the services delivered and that standards compliance is maintained.
- To ensure that all assets and resources of the organisation, such as equipment, materials, and data, are properly managed and secured, and that processes are in place for improvement, maintenance, and replacement, as appropriate.
- To ensure that Membership retention and development is achieved, in accordance with Company Objectives.
- To track, analyse and monitor Key Performance Metrics relating to Operational Performance.
- To work with all employees and users to ensure compliance with all safety requirements and operations procedures and ensure that a strong culture of safety & standards.

III. Finance and Compliance

- To be responsible for the overall financial performance of the LeisureWorld Group.
- To prepare an annual budget for presentation to the Board and to ensure that the budget is achieved.
- To seek and develop new strategies for ensuring future income streams and resources.
- When possible, to build and maintain the financial reserves of the company to an appropriate level set by the Board.
- To manage risk for the company.
- To ensure that the company fulfils its constitutional, regulatory, legal and fiduciary duties.

IV. Governance

- Working with the Board, to ensure the formulation and regular review of the organisation's vision, mission, values, and strategic priorities and objectives.
- To report to the Board on organisational progress and performance in delivering objectives within the company and with CCC, and external stakeholders.
- To adhere to the governance & risk management framework and report progress to the board at agreed intervals.

V. Representation

- To act as spokesperson and advocate for the LeisureWorld Group and ensure that the organisation is appropriately represented regarding all relevant stakeholder groups and partnerships.
- To ensure that the organisation forges strong and effective partnerships in delivering its mission.
- To maintain strong, positive relationships with the Board, LeisureWorld employees, Cork City Council departments, and all other stakeholders and groups.
- To seek opportunities to expand the LeisureWorld remit, in support of Cork City Councils development plans.
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The above listing is not exhaustive. It indicates the main responsibilities of the CEO position and may be subject to periodic revision and amendment in consultation with the role holder.

3. Person Specification

3.1 General requirements

Ideally candidates will have some or all of the following capabilities

- Problem solving, Critical thinking, good judgment and independence
- Excellent communication skills
- Ability to work constructively with others
- Strategic Thinking & adaptability
- Leadership skills & experience
- Governance experience
- Integrity and Ethics

3.2 Individual requirements

Skills and Experience:

- Relevant Degree, and/or relevant professional qualification.
- 10+ years in a people leadership, supervisory or senior management role with a proven track record in leading teams in a member-based services enterprise, or equivalent.
- Strong Operational leadership experience and a proven track record of managing significant change, in a relevant setting, including the development of new facilities and infrastructure.
- Excellent financial acumen and understanding, including experience with budget formulation and budget management.
- Proven achievement in team leadership and organisation development.
- Proven experience in risk management, compliance, and governance.
- Outgoing, with exceptional communication, motivational and interpersonal skills.

Details of the Position:

- **Position Type:** This position will be offered as a permanent contract.
A six-month probationary period will apply.
- **Salary:** The remuneration package offered will be commensurate with the seniority of this role. The salary offered will be inclusive of payment for any work outside of normal hours – overtime will not apply.
- **Holidays:** The annual holiday entitlement is 25 working days
- **Pension:** A Company Defined Contribution Pension Scheme is available, following probation.

4. Application Process

4.1 How to apply

LeisureWorld CLG has engaged Grant Thornton to manage the appointment process for this position.

Any respondents to advertisements will receive an acknowledgement of their application via email and all will be assessed based on the criteria specified for the role.

Please note: Applications will be via email only.

- No original certificates or references should be submitted as any part of an application.
- Following the completion of the advertising processes, a short-listing process will be based on the information supplied on submitted applications and, as appropriate, based on initial screening interviews.
- Candidates selected from the short-listing process will be invited for an interview with the LeisureWorld interview panel.
- It is likely that a small number will be called for second interview, in which case they may be asked to prepare a presentation in response to a possible case study or proposed business scenario.
- Any offer made will be subject to satisfactory reference checks, proof of qualification(s) and Garda clearance.
- LeisureWorld is not responsible for any expenses incurred by candidates as part of the selection process

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Closing date for receipt of application is 25th March 2024 @ 1.00pm

Applications will not be accepted after the closing date & time.

Please note: Canvassing for the role will disqualify you from the process