



General Manager Job Description

Reporting to: IOFGA Board of Directors

Job purpose

To strategically plan, manage and organise all aspects of the work of IOFGA in compliance with:-

- The IOFGA Strategic Plan as agreed with the Board of Directors
- The IOFGA Operating Procedures Manual
- The Irish Standard EN 45011

Key Roles and Responsibilities:

1. Policy and Strategy

- a) Develop the policies of IOFGA in liaison with the Board of Directors
- b) Formulation of direction and strategy in liaison with the Board of Directors
- c) Liaise with state agencies and commercial interests both within and relevant to the organic sector
- d) Lobbying the Department of Agriculture, Fisheries and Food on behalf of IOFGA members and the organic sector
- e) Make submissions to government on issues relevant to the organic sector when necessary and when approved by the Board of Directors
- f) Actively work to create opportunities for the growth of the business

2. Organic Certification Management

- a) Manage the the certification scheme using new database systems
- b) Manage all aspects of the work of the Certification Team to ensure standards are met and procedures are followed
- c) Manage the quality assurance management system to ensure compliance.

3. Financial Management

- a) Be responsible for monitoring all financial systems
- b) Produce and annual budget and make a monthly financial report to the Board of Directors
- c) Ensure all financial controls are being adhered to
- d) Ensure that the proper accounting systems are in place, that the board receives regular financial reports and that annual financial statements are prepared and audited.

4. Organisation and day to day Management

- a) Manage the day to day work of the IOFGA office
- b) Oversee the planning and organisation of the daily tasks of the general office administration,
- c) Oversee the planning and organisation of Board meetings, Certification Panel meetings and any other meetings as necessary e.g. the AGM
- d) Oversee and manage the certification process as outlined in section 2

5. People Management

- a) Be responsible for the motivation and management of all staff who directly report to the General Manager, who are:
 - All staff in the IOFGA Administration office
 - The Development Officer
 - Any other staff as decided by the Board of Directors
- b) Conduct annual appraisals with all staff
- c) Devise and follow up a development plan as a result of each annual appraisal
- d) Conduct any training as required by the Board of Directors
- e) Conduct regular staff meetings
- f) Ensure that all company policies, relevant employment laws, and the IOFGA Procedures Manual are followed at all times

6. Members Services

- a) Provide support and information to existing and potential members including:
 - Certification
 - NOTS
 - Communication through the website and Organic Matters newsletters
 - Regional meetings and networking events
- b) Work with the Development Officer to attract new members to IOFGA

7. PR and Communication

Become the public face of IOFGA by communication with:

- a) our clients and with potential clients,
- b) with office staff, the inspectors, the Certification Panel,
- c) with the Board of Directors,
- d) and with other relevant bodies, boards, panels, and government departments
- e) allowing and enabling information flow through all aspects of the business

8. IOFGA Development Officer

Liaise with and oversee the work of the Development Officer including:

- a) The planning and organisation of events
- b) Improving the public profile of IOFGA with the farming community and with the general public
- c) Promoting organics as a viable farming/processing option
- d) Promoting organics as a sensible consumer option