



# Chief Executive Officer

## Job Description

### **RESPONSIBILITIES:**

The CEO will:

- Report directly to the Executive and Board of Directors of the Company.
- Oversee the successful implementation of the initiatives outlined in the 5 year Strategic Plan currently being completed.
- Work with Team Leaders to determine and formulate strategies and policies and to oversee the successful delivery of all programmes.
- Implement new initiatives in the areas of social inclusion, rural development and support services for the unemployed etc. as introduced by various Government Departments from time-to-time.
- Support the Team Leaders to develop, motivate and manage the staff resources of the organisation.
- Ensure implementation of all procedures and processes as set out in the Quality Management System (QMS) of the company.

## **KEY AREAS OF WORK:**

- Facilitate the meetings and activities of the Board of Directors and its sub-Committees. Ensuring that Board directives are actioned.
- Represent the Board of Directors on key networks and committees and maintain and build links that are vital to the achievement of the Company aims.
- Oversee strategic planning, tenders and programme applications.
- Ensure that all reasonable steps are taken so that the legal obligations / Corporate Governance / GDPR / Health and Safety etc. requirements are being fulfilled to ensure compliance.
- In conjunction with the Financial Administrator, monitor budgets and spend for all programmes.
- Responsible for the welfare of staff by working towards a work life balance in the company and ensuring the continuity of a family friendly workplace.
- Ensure Staff Appraisals are carried out annually.
- Ensure that the 5 year Strategic Plan is monitored and outcomes are evaluated; work with staff to achieve the goals and objectives of the Company.
- Manage change effectively.
- Liaise as required with relevant Departments, Statutory Authorities and support organisations.
- Support the preparation and delivery of ongoing promotion and publicity of activities of the Company.
- Meet and work with local stakeholders and target groups to identify and develop new opportunities for the Company to support the wellbeing and meet the needs of communities.

<b>SKILLS AND ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Knowledge of the Position</b>	Experience in delivery of Irish and EU programmes. Knowledge of the role of the Local Development Company / LAG at a local, regional, national and European level.	Previous senior management experience in a Local Development Company / NGO.
<b>Personal</b>	Knowledgeable and decisive and in addition, enthusiastic, flexible, empathetic and a positive attitude.	Previous experience of a flexible working environment and coping with the pressure of working on own initiative.
<b>Work related</b>	Excellent record in career to date. Detailed knowledge of the Local Development sector in Ireland and at least 3- 5 years' experience in a management position in EU Local Development / Social Inclusion programmes. Experience of design and implementation of action plans. Evidence of contribution to excellence in work achievements to date.	Familiarity with delivery of the SICAP, LEADER, TÚS, RSS and CE programmes. Experience of processing complex information.
<b>Corporate Governance</b>	Experience of working with the directives / requirements of Corporate Governance in order to ensure company compliance.	
<b>WORK EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Experience and Skills</b>	Broad work experience at senior level. Previous experience of working with a voluntary Board. Evidence of staff management capabilities. Strong administrative and organisational ability.	Qualification in a relevant discipline e.g. HR, Business.
<b>COMMUNICATION AND INTERPERSONAL SKILLS / COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Strategic Management and change</b>	Evidence of experience of Strategic Management and managing change.	Understanding of changes brought about by Cohesion and awareness of Local Government (LCDC) involvement.
<b>Verbal presentation skills</b>	Experience of verbal presentations.	
<b>Writing skills</b>	High standard of writing skills e.g. reports etc.	

<b>IT skills</b>	Fully proficient in Word, EXCEL, PowerPoint etc.	Knowledge of IRIS and LEADER ICT system. Knowledge of use of Social Media.
<b>Personal effectiveness</b>	Professional in approach. Ability to build relationships with key parties, internally and externally. Consultative, outgoing and team orientated. Good leadership skills.	
<b>Motivational skills</b>	Ability to motivate staff and Board members to achieve targets and complete plans.	Willingness to introduce and motivate staff to work towards Q-Mark / ISO / Excellence Through People or similar.
<b>Ability to achieve set goals and deliver results</b>	Proven problem solving ability in relation to achieving set targets/other issues that may arise.	
<b>EDUCATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Educated to Primary Degree level in a relevant discipline and post qualification experience <u>or</u> 7-10 years' experience in a similar role.	Post Graduate qualification in a relevant discipline.
<b>GENERAL</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Requirements</b>	Full clean Driving Licence and use of a vehicle. Prepared to work outside of normal hours as required.	

This Job Description is not exhaustive and responsibilities and areas of work may change in the future.

**Probationary period:** a probationary period of 6 months will apply. This can be extended by the Board at its discretion.

**Salary:** the salary will be based on the Pobal salary scale.

Garda vetting will apply.