

## **Chief Executive Officer (CEO) – Polio Survivors Ireland**

### **About Polio Survivors Ireland:**

Polio Survivors Ireland is the only organisation in Ireland dedicated solely to supporting those affected by polio. Our mission is to address the diverse needs of polio survivors- advocating for them, educating healthcare professionals, and providing a comprehensive range of person-centred services and supports. We strive to ensure that survivors can live with dignity, independence, and access to the services they require. Our work includes providing mobility aids, access to physiotherapy, peer support, and lobbying for policies that improve the quality of life for polio survivors.

### **Role:**

Reporting to the Board of Directors, the CEO will be responsible for delivering on the vision, mission, and strategic objectives of Polio Survivors Ireland. They will oversee the development and implementation of the organisation's programmes and services on behalf of the board.

### **Person Specification**

#### **Essential Requirements:**

1. Educated to degree or postgraduate level in a relevant discipline.
2. Minimum 5 years of experience in a senior coordination or management role in a similar organisation or sector.
3. Experience working with annual and multi-annual grant-aided budgets and a demonstrated understanding of financial management.
4. Experience leading, implementing, and managing change in an organisation.
5. Experience planning and implementing projects.
6. Demonstrable commitment to the stated ethos and values of Polio Survivors Ireland.
7. Up-to-date knowledge of corporate and charities' governance.
8. Strong IT, administrative, and organisational skills.
9. Proven ability to engage with diverse stakeholders, including government bodies, funders, and community organisations.
10. Experience in fundraising, grant writing, and donor engagement strategies.

#### **Other Desirable Requirements:**

11. Experience working in a membership organisation
12. Experience working in the healthcare or disability sector

## **Key Competencies for the Role:**

### **Leadership**

1. Leads the team by setting high standards, addressing performance issues, and facilitating high performance.
2. Provides feedback and encouragement to others and supports problem-solving.
3. Implements suggestions for improvement and takes accountability for own performance.
4. Ability to stay calm under pressure and use own initiative.
5. Maintains professional boundaries with all staff, clients, and agencies.
6. Adapts and responds to emerging needs and issues.
7. Demonstrates resilience, flexibility, and the ability to drive strategic initiatives.

### **Management, Decision-Making, and Delivery of Results**

1. Pays attention to detail and seeks solutions.
2. Identifies and focuses on core issues when dealing with complex information/situations.
3. Makes decisions in a timely manner based on sound facts and information.
4. Understands the impacts and implications of decisions.
5. Ability to prioritise work and meet deadlines.
6. Drives a culture of efficiency and continuous improvement.
7. Implements strategic initiatives effectively and efficiently.

### **Strategic Thinking**

1. Identifies members and stakeholder needs and develops ideas on how to meet them.
2. Anticipates and responds to developments in the voluntary, disability and broader health sector.
3. Aligns the organisation's mission with innovative strategies for long-term success.
4. Demonstrates the ability to think critically and solve problems creatively.

### **Communication and Relationship-Building**

1. Develops positive relationships with others internally and externally to achieve goals.
2. Shares information effectively and frequently.
3. Well-developed communication and promotional skills, including oral and written skills.
4. Negotiates effectively with funders, government agencies, and external partners.
5. Demonstrates strong public-speaking and advocacy skills to represent Polio Survivors Ireland.
6. Builds partnerships that enhance the organisation's impact and sustainability.
7. Communicates vision and strategic direction effectively to stakeholders.

## **Specific Areas of Responsibility:**

### **Strategy**

1. Manage the development, implementation, monitoring, and review of the Polio Survivors Ireland Strategy and underlying action plans.
2. Develop a reporting framework to provide the Board of Directors with timely insights into the progression of the strategic plan of the organisation.
3. Ensure implementation of all decisions made at the Board of Director level.
4. Manage the administration and delivery of day-to-day operations within the organisation in line with roles, responsibilities, policies, and guidelines adopted by the Board of Directors.
5. Identify and assess potential opportunities for growth, partnerships, and advocacy initiatives.

### **Communication / Positioning**

1. Promote the organisation at regional and national levels where appropriate.
2. Proactively develop and maintain collaborative relationships with key agencies, funders, policymakers, and advocacy groups.
3. Represent the organisation on external committees where appropriate.
4. Act as the primary spokesperson for the organisation, advocating for the needs of polio survivors.
5. Oversee the development and execution of communication strategies, including social media, press releases, and public relations.
6. Engage with the media and public forums to promote the work and mission of Polio Survivors Ireland.

### **People Management and Culture**

1. Overall responsibility for people management and Human Resource Management.
2. Provide leadership, guidance, and mentoring to staff.
3. Provide learning, development, and training opportunities to all staff members.
4. Ensure full engagement of all staff in delivering the organisation's services aligning to the goals of the organisation.
5. Foster a positive and inclusive organisational culture that aligns with the mission of Polio Survivors Ireland.
6. Develop and implement effective staff performance management systems.
7. Foster and develop positive engagement of staff with the members and volunteers.

### **Financial Management**

1. Responsible for all financial activities, including funding, expense management, and budgeting within the organisation.
2. Ensure regulatory compliance and prudent financial management.
3. Provide timely, regular financial reporting to the Board of Directors.

4. Ensure successful delivery of funded programs/activities, working with core funders on identifying and tracking key outcomes.
5. Identify additional funding sources and develop potential funding opportunities aligned with the organisation's goals and strategy.
6. Ensure effective financial planning and sustainability for long-term organisational growth.
7. Maintain oversight of grant applications and donor engagement strategies.

### **Compliance and Policy**

1. On behalf of the board, develop, implement, monitor, and review operational policies, processes, and systems within Polio Survivors Ireland CLG, ensuring compliance with:
  - Charities Regulator Governance Code
  - Irish Company Law
  - Employment law and processes
  - Health & Safety regulations
  - Risk Management protocols
  - Data Protection / GDPR
2. Monitor adherence to relevant policies as set out by the organisation and governing bodies.
3. Ensure that the organisation maintains transparency and accountability in all operations.
4. Ensure best practices in safeguarding, equality, and diversity policies.

*Note: The above list is not exhaustive; other duties appropriate to the post may be assigned from time to time by the Board of Directors.*

### **Terms & Conditions:**

- This is a full-time post - 37.5 hours per week.
- A 6-month probation period will apply.
- Normal working hours are 09:00 a.m. to 5:30 p.m., Monday to Friday. Flexibility will be required on occasions.
- Annual leave entitlement is 28 working days per year.
- Remuneration is based on a salary scale (€61,331 - €70,745) and will be commensurate with experience.

### **To Apply:**

- Submit a completed application form, accompanied by a CV, addressed to the board of Directors via email to: [Janet@Atlas-Advisory.com](mailto:Janet@Atlas-Advisory.com)
- Closing date: 5 p.m., Friday, 28th March 2025.
- Shortlisting will apply.
- Canvassing will disqualify.