

## **EPIC, Empowering People in Care: Chief Executive Officer** **(<https://www.activelink.ie/node/108809>)**



### **Vacancy: Chief Executive Officer**

#### **Full-time position based at EPIC's Dublin office**

EPIC, Empowering People in Care, works with children and young people that are or have been in state care, up to the age of 26. We exist because some children and young people need extra help or support arising from their experiences in the care system. We are independent, with a single purpose and a clear mandate. EPIC aims to advance the rights and best interests of children and young people in the care system by advocating on their behalf, providing information and advice, developing opportunities for their participation in public engagement and youth work, and delivering policy and research to inform and improve law and practice. All EPIC's work is grounded in the UN Convention on the Rights of the Child, specifically Article 12, which governs the child's right to be heard and to participate in decisions that affect them.

#### **Job Purpose**

The CEO is tasked with the strategic leadership and operational management of EPIC, Empowering People in Care. They are expected to successfully implement the organisation's [Strategic Plan, 2022-27](https://www.epiconline.ie/strategic-plan-2022-2027/), and to ensure EPIC's programmes and services are of a high standard, impactful, resource efficient, and informed by the voices of care-experienced children and young people. The CEO leads a management team of five staff, and an overall staff cohort of twenty-six across the following pillars: EPIC's National Advocacy Service for Care-Experienced Children and Young People, Youth Engagement and Participation, Research and Policy, and Communications.

The CEO drives the strategic engagement and national influencing work of the organisation at policy and political level with Government, statutory agencies, and civil society. The CEO is tasked with the organisation's fundraising and sustainability, identifying opportunities, managing donor relationships, and negotiating funding agreements. With the support of the Chief Operations Officer and the operations team, the CEO is responsible for oversight of the organisation's budget, systems, HR, and governance.

#### **What We Are Looking For**

We are looking for a motivated and strategic leader, with strong influencing and organisational management skills, and an ability to drive the operational performance of EPIC.

You will be able to demonstrate excellent knowledge of integrating political advocacy, direct advocacy services, communications and campaigns, and policy and research, to effect change. You will have a track record of achieving impact, delivering multi-stakeholder engagement, effective fundraising, and relationship management. You will have experience of leading national, multi-disciplinary teams, to ensure effective working environments, including budget, performance, HR, and operational oversight.

The successful candidate will have an understanding of the situation of children and young people in state care and after care, a strong commitment to children's rights, and to EPIC's vision of a society where every child in the care system is valued, respected, and heard.

#### **Key Duties and Responsibilities**

- Oversee the implementation of EPIC's [Strategic Plan, 2022-2027](https://www.epiconline.ie/strategic-plan-2022-2027/), and its associated annual operational plans and budget, reporting regularly to the Board on progress.
- Ensure strategic influencing which contributes to EPIC's objectives by maintaining EPIC's profile, building external relationships, and engaging EPIC's key stakeholders in Government, statutory agencies, and the community and

voluntary sector.

- Act as lead spokesperson and policy sign-off for the organisation, including in the Oireachtas, at public events and with the media, in partnership with EPIC's Youth Councils and Care Community.
- Lead the management team to work collaboratively in the effective management and development of EPIC, driving standards, ensuring effective use of budgetary and human resources, implementing performance development cycles, and monitoring compliance with policies and procedures.
- Drive and deliver organisational fundraising in line with the objectives of EPIC's Strategic Plan, negotiating funding agreements, maintaining core budget, and identifying and securing new funding opportunities.
- Ensure effective governance, risk management and reporting procedures are in place, developed, and adhered to, together with the Chairperson and Board of EPIC.

## Candidate Specification

### Qualifications and relevant experience

- A relevant degree at master's level or equivalent in a relevant area (human rights, law, public policy, social work, social care etc.)
- At least five years direct experience at CEO or senior management level in a busy team in a related area.

### Essential knowledge, skills, and attitude

- Commitment to children's rights and to EPIC's vision, mission, and values.
- Experience in a CEO or senior management role working within the field of children's rights or alternative care, or a related area, with a proven record of delivering results.
- Analytical skills with strong experience of vision setting, strategy development, and performance management.
- Ability to build and harness relationships with influential stakeholders and establishing and maintaining strong networks.
- A good communicator who is comfortable in proactively promoting EPIC's vision and policy position, both internally and externally.
- Track record in fundraising, identifying opportunities, cultivating relationships, and developing successful fundraising proposals for Government, statutory and non-statutory donors.
- Excellent organisational management skills, including decision making, and oversight of budget, HR, finance, and operations.
- Strong people management approach, and ability to manage and develop performance, workload, and staff effectively.

### Desirable

- Knowledge of the Irish care system, and issues affecting children and young people in care, or with care experience, and child protection.
- Experience working directly with children and young people, both individually and in groups, and building positive relationships with them.
- Experience working in an inter-agency and multi-disciplinary environment, including with statutory agencies and civil society organisations.
- Understanding of the theory of change and how this is used to influence law and policy.

**Reports to:** Chair and Board of EPIC

**Reporting Lines:** Management of five staff on the management team, full EPIC staff cohort is 26.

## Terms and Conditions

- Salary commensurate with experience. For confidential detail, please email EPIC -[recruit@epiconline.ie](mailto:recruit@epiconline.ie) (<mailto:recruit@epiconline.ie>).
- This is a full-time post (35 hours per week), with a six-month probation period.
- EPIC currently operates a 2:3 hybrid model of office-based and remote work per week. Occasional evening or weekend work may be required.
- Annual leave entitlement of 25 day per annum, increasing to 27 days after 2 years' service.
- The office is closed for one day at Easter and three days at Christmas. These holiday days are additional to the annual leave entitlement.
- Participation in the company pension scheme is matched by a 5% Employer contribution, commencing on completion of the probationary period.

- All roles within EPIC are subject to Garda Vetting.
- Free parking onsite at our Dublin Office.

**Closing Date for applications (CV and Cover Letter): Close of business, 8 July 2024**

EPIC, Empowering People in Care believes in the value of a diverse workforce and encourages applications from people from all ethnic, cultural, religious, and social backgrounds: in particular, Black, Asian, and Minority Ethnic and LGBTIQ+ people. We also welcome candidates with experience of the care system. We are trying to build a more diverse and representative workplace and environment.

**To apply, please click the link below:**

**<https://login.hirelocker.com/epic-empowering-people-in-care/jobs/29309/ceo-dublin>  
(<https://login.hirelocker.com/epic-empowering-people-in-care/jobs/29309/ceo-dublin>)**

**Region**

Dublin / Hybrid

**Date Entered/Updated**

10th Jun, 2024

**Expiry Date**

8th Jul, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/children-youth/108809-epic-empowering-people-in-care-chief-executive-officer>