

## **Friends of the Elderly Ireland: Chief Executive Officer (Part Time)** **(<https://www.activelink.ie/node/110214>)**



### **Friends of the Elderly Ireland**

## **Chief Executive Officer (Part-Time)**

Friends of the Elderly Ireland ('FOTE') is seeking to fill the position of **Chief Executive Officer** ('CEO'). Initially, this position is intended to be a **part-time (2 days/14 hours per week)** position. The initial contract period is one year, after which determination of whether to extend the position to a full-time one will be made.

Reporting to the board, the primary role of the CEO is to develop and deliver the charity's strategic plan effectively and efficiently. The incumbent is accountable for the overall performance of the charity. The ideal candidate is a person with direct management and operational experience in a not-for-profit organisation who is seeking a part-time role in the sector.

Remuneration is negotiable, based on market remuneration levels and commensurate with experience.

## **Key Responsibilities**

### **Governance and Accountability**

- Working with the board, ensure FOTE complies with best practice governance standards, such as the Charity Regulator Governance Code, and complies with all relevant legislation (e.g., companies law, health and safety).
- Ensure that FOTE has an appropriate policy framework governing its operations, which is regularly reviewed in line with best practice and is incorporated into the culture of FOTE's staff and volunteers.
- Support the board in achieving its function through maintaining effective communication lines, preparing board documents and attending board meetings.

### **Strategic Development and Performance**

- As directed by the board, lead the development and review of FOTE's strategic plan and ensure appropriate plans and actions are in place to achieve the charity's strategic objectives.
- Ensure that FOTE meets the performance goals and standards set by the board.
- Implement frameworks to measure FOTE's performance against its strategic objectives and report on these to the board.
- Oversee the implementation of operational plans as well as ensuring appropriate and timely performance monitoring and reporting is in place to ensure positive performance and the highlighting of any challenges.
- Manage and be accountable for FOTE's financial accounts and maintain the financial sustainability of the charity (including developing budgets, overseeing expenditure, audit management).
- Working closely with the Fundraising & Communications Manager, ensure FOTE has a well-supported and effective communications strategy in place.

### **Leadership and Stakeholder Management**

- Lead and develop the staff team, ensuring a professional culture that is both supportive and results focused.
- Ensure FOTE has the appropriate staff resources and skills to achieve its strategic objectives.
- Develop transparent data driven KPIs and reporting for the board, demonstrating clear progress in growing and tracking staff and volunteer capacity, service utilisation, financial performance, service user and staff satisfaction.
- Support the building of strategic relationships with key stakeholders (such as donors, corporate partners and

international partners) and across the non-profit sector, linking with broader best practice networks.

## The successful candidate will:

- Have experience of designing and implementing organisational strategy.
- Demonstrate experience of working with an engaged and proactive board which holds its CEO to account.
- Have at least three years' experience of leading, managing and motivating a team in the non-profit sector.
- Demonstrate a commitment to leading and motivating staff and volunteers in the delivery of FOTE's strategy and plans.
- Have experience of building and maintaining stakeholder relationships to deliver on organisational objectives.
- Have proven experience in developing and implementing organisational policies and processes to ensure organisational values and best practices are represented across all aspects of FOTE's work.
- Understand current regulatory, legislative environment in the non-profit sector, including the Charities Regulator Governance Code.
- Have experience in financial management and oversight, including setting and managing budgets.
- Possess excellent communication skills, both written and oral, including presentations, report writing, negotiating and networking skills.

If you wish to apply send your cover letter and CV to : [chair@friendsoftheelderly.ie](mailto:chair@friendsoftheelderly.ie)  
(<mailto:chair@friendsoftheelderly.ie>)

Closing date for applications is 15 of September 2024

### Region

Dublin 1

### Date Entered/Updated

13th Aug, 2024

### Expiry Date

15th Sep, 2024

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