

## **Sexual Health Centre: Chief Executive** **(<https://www.activelink.ie/node/110468>)**



### **Chief Executive**

#### **Full-time, Permanent Contract (subject to continuation of funding)**

Originally founded in 1987, as *Cork AIDS Alliance*, to provide support to people living with HIV, the **Sexual Health Centre** is now a leading organisation supporting and promoting sexual health in Ireland.

The *Sexual Health Centre* is now seeking an experienced and dynamic leader to effectively build, lead and govern the team as they deliver a community-based sexual health service, leading a diverse team of professionals across Cork and Kerry.

Reporting to the Chair of the Board of Directors, the Chief Executive will lead the organisation into the next stage of its development, in line with the new Strategic Plan (2024 – 2028).

As an established service, The Sexual Health Centre has an ambitious programme for a future where sexual health is recognised as an integral part of life, barriers to access sexual health services are removed, social stigma and discrimination are challenged, each individual feels safe to express their sexuality, and people make informed decisions regarding their sexual wellbeing and treat each other's life choices with the utmost respect. Our services provide free and confidential information, counselling and support to help people make positive, healthy lifestyle choices to improve their wellbeing.

The postholder will need to embody the organisations ambitious and compassionate culture and ensure that there is a high level of awareness of the service provided across the regions. In this role, you will have the opportunity to make a significant contribution and provide direction to the overall strategy of the *Sexual Health Centre*.

This is a full-time, permanent contract (subject to continuation of funding). Interviews will be conducted shortly after application close.

### **Overall Purpose of the Post**

Reporting to the Board of Directors, the Chief Executive will effectively be responsible for ensuring operational excellence and supporting and empowering the Sexual Health Centre's staff team in delivering programmes. The Chief Executive will provide leadership to the sexual health sector in Ireland and will represent the organisation publicly through policy work and advocacy and build meaningful relationships with important stakeholders such as members, funders and Government Departments. Reporting to the Board of Directors, the Chief Executive will ensure that the Sexual Health Centre has sustainable funding to support its programmes, while maintaining good governance and compliance with all legal and regulatory requirements, including the Charities Regulator, Auditors and CRO. This will include:

### **Leadership**

1. Act as the strategic lead, overseeing the delivery of the Sexual Health Centre's strategy, plans, objectives and programmes.
2. Provide a positive and ethical leadership approach to a diverse Sexual Health Centre Staff Team by providing guidance, direction advice and professional support.
3. Promote the values and a culture of transparency and accountability throughout the organisation.
4. Publicly represent the organisation enhancing visibility, promoting the work and demonstrating the impact of the Sexual Health Centre.
5. Communicate effectively and establish credibility with the relevant stakeholders and throughout the organisation as an effective developer of solutions to business challenges.
6. Ensure incorporation of the ethos of the Sexual Health Centre's organisational Vision, Mission and Values into all aspects of programme planning, delivery and evaluation.

7. Represent the Sexual Health Centre on various policy committees and networks at national and international level.

## **Stakeholder Management**

1. Maintain and grow meaningful partnerships and alliances to increase quality and impact of the Sexual Health Centre's programme and expand awareness of the Sexual Health Centre's vision.
2. Develop and maintain working relationships, and establish new links with existing statutory, voluntary and community services within the service area and ensure that there is a high level of awareness of the service provided across the region (e.g., local county councils, youth services, hospitals, Tusla, family resource centres).
3. Regularly engage with the Sexual Health Centre clients, stakeholders, policy makers, staff, board members and funders to strengthen the Sexual Health Centre's reach and influence across new and existing stakeholder groups.
4. Maintain a positive working relationship with relevant stakeholders and members to ensure sexual health remains a key part of the agenda.

## **Finance**

1. Ensure adherence to sound financial management and work with stakeholders to provide an accurate analysis of cash flows, budgets, reports and financial analysis to assist the Board of Directors and Senior Management Team.
2. Oversee the Sexual Health Centre budget for projects / donors including projections, analysis of potential underspend and communicate changes to donors.
3. Continuously identify and pursue funding opportunities, grants and partnerships to ensure sustainable funding for the organisation.
4. Set targets for additional funding streams to support the organisation's strategic objectives.
5. Ensure good governance and compliance with legal requirements including CRO (Companies Registration), Charities Institute Ireland, Charities Regulator etc.

## **Strategic Planning**

1. Provide leadership and direction in the implementation of the Sexual Health Centre's strategy and provide the Board of Directors with all relevant, accurate, and timely information and advisor guidance required.
2. Provide expert input to organisation design and development underpinned by strong commercial management of resource planning and people costs.
3. Ensure operational excellence and best practice in terms of policy, governance, and compliance.
4. Prepare submissions and position papers contributing to policy and implementation.
5. Analyse and make recommendations for initiatives, planning and the introduction of new strategies and policies.
6. Develop and lead a robust research approach to evaluating the Sexual Health Centre's activities to demonstrate the impact and value of what it does.

***These duties are a general guide to the responsibilities of the role. They are neither definitive nor restrictive. The person appointed may be required to perform other duties as appropriate which may be assigned to them from time to time and to contribute to the development of the position.***

## **Competencies and Skills Requirements:**

- Minimum of 4 years' experience supervising and managing a team in a private, voluntary or public services or similar setting (or equivalent, part-time).
- Experience of working with a Board of Directors and the reporting requirements.
- Excellent leadership and decision-making skills with the ability to motivate and inspire teams.
- Experience of strategic planning and implementation.
- Exceptional relationship building skills and an ability to build positive relationships with a diverse range of internal and external services and stakeholders including experience of working with external funders, partners, and collaborators.
- Experience of working with budgets, financial reporting and trends along with the necessary financial and budget-management skills to lead an organisation.
- Excellent communication and interpersonal skills.
- Knowledge and experience in organisational effectiveness and service management with the ability to work under own initiative.
- Excellent organisational, administrative and report writing skills.
- Group facilitation, training and development skills.

## **Desirable**

- Knowledge and understanding of Sexual Health issues within the areas of Counselling, Health Education and/or Health Promotion.
- Full clean driver's license

## Terms and conditions

**Salary:** €75,000

**Contract:** Permanent subject to the continued availability of funding.

**Hours:** A 35 hour working week. Due to the nature of the post, evening or weekend work may sometimes be required. Time of in lieu may be taken.

**Holidays:** Holiday entitlement is 30 days annual leave, plus public holidays.

**Line Manager:** Board of Directors.

## To apply:

Please e-mail your cover letter and CV (in word document format only) to [secretary@sexualhealthcentre.com](mailto:secretary@sexualhealthcentre.com) (<mailto:secretary@sexualhealthcentre.com>)

The closing date for applications is Friday, September 20th at 1pm. No late applications will be accepted.

All enquiries regarding the role will be held in strictest confidence.

- **E-mail** [secretary@sexualhealthcentre.com](mailto:secretary@sexualhealthcentre.com) (<mailto:secretary@sexualhealthcentre.com>)
- **Website** [www.sexualhealthcentre.com](http://www.sexualhealthcentre.com) (<http://www.sexualhealthcentre.com>)
- **Address** 18 South Mall, Cork T12 WR97
- **Telephone** 021 427 6676 (<tel:0214276676>)

**Sexual Health Centre is an equal opportunities employer.**

### Region

Cork

### Date Entered/Updated

26th Aug, 2024

### Expiry Date

20th Sep, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/110468-sexual-health-centre-chief-executive>