

Helplink Mental Health: Executive Director (Maternity Cover) **(<https://www.activelink.ie/node/110978>)**



EXECUTIVE DIRECTOR (MATERNITY LEAVE COVER)

Helplink Mental Health's mission is to provide accessible, free or low cost mental health services; locally, nationally and internationally, 7 days a week and out-of-hours.

We are seeking a dynamic and driven individual to lead the organisation as Executive Director for a maternity leave cover contract from November 2024 for a maternity leave cover contract.

As lead member of the Helplink's executive, the EXECUTIVE DIRECTOR will take primary responsibility for managing the organisation, for liaison with the Board, for liaison with external bodies, and for identifying development opportunities for Helplink.

The Executive Director will take responsibility for the fulfilment of the Charity's targets and objectives as set by the Board and the organisations' Constitution. The Executive Director will take lead responsibility for implementation of Board approved strategic matters, will coordinate policy development and strategic planning, and ensure Helplink acts in compliance with the Charities Governance Code.

The Executive Director will:

- Be responsible for day to day management of the operations of the organisation (management of employees, contractors and volunteers e.g. time management, contract management, etc).
- Provide leadership and vision to Helplink and advocate for the organisation's vision to potential funders and to explore and develop potential funding opportunities.
- Exercise authority over the resources delegated by the Board in order to discharge responsibility for implementing the Board's policies and strategies.
- Liaise with the Fundraising Sub-Committee to develop and implement the organisation's fundraising programme to maximise revenue.
- Act as a point of contact for enquiries, assessing, and responding to immediate short-term fundraising opportunities as they arise while providing best practice donor care experience.
- Collaborating with technical design external contractors to set standards for software, hardware, and security.
- Identify Funding opportunities in line with Helplink's strategic vision and write and submit funding applications
- Support preparation of monthly financial accounts and carry out some financial administration as required
- Ensure that Helplink is in full compliance with all relevant statutory and regulatory standards.
- Ensure the consistent and effective development and implementation of policy/standards and support services
- Work with the Board finance sub-committee in preparing Annual Budgets and projections for Board approval
- Work with other Board sub-committees and attend both Board and Sub-committee meetings as required.
- Attend forums, conferences, etc that are necessary to advance the mission of Helplink and to advocate for the organisation's services.

While this job description indicates the main functions and responsibilities of the post, the Executive Director may be allocated other duties from time to time as determined by the Chairperson and the Board.

Person Specification

Required Qualifications and Experience:

- A minimum of 5 years of experience at a senior level in a multi-functional organisation, ideally in the voluntary/not-of-profit/charity sector
- Wide knowledge and understanding of the mental health sector (globally and particularly Ireland)
- Ability to work with a voluntary Board of Trustees and advise on Governance and compliance obligations in line with legislation
- Empathy with, and understanding of, and commitment to the mission of the Helplink
- A third level qualification appropriate to the role in a related field (e.g. business, health promotion, social enterprise, etc)

Desirable Characteristics:

- A significant track record in management
- The capacity to lead, organise and motivate staff and volunteers to function effectively
- The required leadership and vision to lead and manage change
- Excellent interpersonal skills, influencing and networking skills
- Excellent spoken and written communication skills and the ability to describe complex issues in a clear and accessible fashion
- Knowledge of Employment legislation and HR obligations
- Capacity to identify funding, sponsorship and business opportunities and exploit them
- An appreciation of, commitment to, and identification with the culture and core values and mission of Helplink

Salary: €55k per annum

Annual Leave: 27 days per annum

**APPLY VIA CV AND COVER LETTER TO LAURA@HELPLINK.IE
(<mailto:LAURA@HELPLINK.IE>)**

INFORMAL ENQUIRIES WELCOME TO LAURA@HELPLINK.IE (<mailto:LAURA@HELPLINK.IE>)

CLOSING DATE FOR APPLICATIONS: Monday 7th October at 5pm

Region

Galway

Date Entered/Updated

18th Sep, 2024

Expiry Date

7th Oct, 2024

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