

## **The Meath Foundation: Chief Executive Officer** **(<https://www.activelink.ie/node/112527>)**



**The Meath Foundation**  
**Fondúireacht Na Mí**

### **CEO**

#### **Reporting to: Chairperson of the Board of Directors**

The Meath Foundation is a (membership based) charity (charity registration number 20038045) and company limited by guarantee governed by a Board of voluntary Directors, located in Tallaght University Hospital (TUH), Dublin 24.

Established in 1998, The Foundation's core activities are to promote, develop, provide and fund opportunities that drive positive change and excellence in healthcare research and practice.

The Foundation has, within the last number of years, gone through a period of significant change and development. It is in the process of reviewing its strategy, vision and mission and is seeking to recruit a CEO that will lead the Foundation into its next chapter.

#### **Key responsibilities will include:**

##### **The Role**

- Lead, develop and manage the Foundation, ensuring alignment with and implementation of its mission and strategic plan.
- Collaborate with the Board of Directors to develop and review the Foundation's strategy and overarching charitable purpose.
- Development and implementation of annual operational plans that underpin the implementation of the Strategic Plan.
- Build upon an organisational culture of best practice with strong financial management and timely reporting, ensuring good governance and compliance with all statutory and regulatory requirements and changes, whilst developing an understanding of diversification of income and fundraising.
- Effective management of the day-to-day operations, financial management, systems and policies in a culture of continuous improvement.
- Line management of the operational team (currently 2 staff members). Engaging with, coaching and maintaining open communication with staff to build a unified staffing structure where staff can achieve their individual and team goals, ensuring compliance with regulatory requirements.
- Lead the development and implementation of the communications strategy for the Meath Foundation, promoting the work and the impact of the Foundation to stakeholders.
- Build and foster strong relationships and collaborate with key stakeholders, including TUH.

##### **The Person**

- The successful applicant will have excellent leadership skills and experience crafting and executing long-term strategic goals and objectives with a demonstrated commitment to good governance and continuous improvement.
- They will be able to develop, track, measure and communicate key performance indicators in terms of strategic objectives, impact of activities and overall operational performance.
- They will be able to build and maintain positive and productive relationships with the Board and key stakeholders, with the ability to network effectively and identify opportunities for collaboration and partnership.
- They will proactively lead a small and dynamic team and build upon the strong internal culture of team-working. They will be able to identify and envision ways to maximise the use of its resources to achieve strategic and charitable objectives.
- They will possess a communication style that will encourage, influence and promote collaboration in a positive and solutions-focused way.

- They will have an ability and willingness to be agile and flexible to meet the needs of the Meath Foundation. They will be able to successfully manage change and continuous commitment to the values and objectives of the Meath Foundation.

## The Requirements

- A relevant qualification in related discipline;
- Senior leadership experience in a charity, not-for-profit, health or social care, or similar sector, and have knowledge of the statutory and regulatory obligations for charitable and/or not for profit organisations;
- Proven ability to manage multi-annual strategies and lead teams effectively;.
- Strong financial management, governance, and stakeholder engagement skills;
- Flexibility and Adaptability; The duties outlined in this job description are to be regarded as an outline and may be subject to further review over time. It is important that the CEO of the Meath Foundation is adaptable and flexible in meeting the changing needs of the Meath Foundation and is willing to engage constructively with the Meath Foundation's Chairperson and Board of Directors to undertake any other duties, responsibilities or tasks that may arise.

## Additional Information:

- Contract: Full-time, permanent
- Salary: €80,000 - €85,000 dependant on experience
- Hybrid working options (2-3 days onsite per week).
- Annual Leave: 25 days per annum.
- Employee Assistance Program.
- Garda vetting required.

**Please email your application, including CV and cover letter to [jobs@thehrsuite.com](mailto:jobs@thehrsuite.com) (<mailto:jobs@thehrsuite.com>)**

**Should you have any queries or require further information, please contact [jobs@thehrsuite.com](mailto:jobs@thehrsuite.com) (<mailto:jobs@thehrsuite.com>)**

**Closing Date for Applications January 2nd 2025**

**The Meath Foundation is an Equal Opportunities Employer.**

### **Region**

Dublin 24

### **Date Entered/Updated**

4th Dec, 2024

### **Expiry Date**

2nd Jan, 2025

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