

Irish Council for International Students: Acting Executive Director **(<https://www.activelink.ie/node/114719>)**



ACTING EXECUTIVE DIRECTOR

The Irish Council for International Students (ICOS) is a national member-based organisation and registered charity that advocates for the rights of international students who choose Ireland as a study destination. Working with higher education institutions, student associations and government agencies, ICOS' mission is to influence policy and promote high standards and good practice in international education. ICOS is also the management agency for the Irish Aid Fellowship Programme.

ICOS is now seeking an Acting Executive Director who will offer dynamic leadership to the organisation as it seeks to enhance its position as the leading voice for international students in Ireland. The Acting Executive Director is appointed by the Board of Directors of ICOS and is responsible for the overall management and development of the organisation, its activities and policies.

This is a 2-year, fixed-term contract role.

Salary: €68,000 - €74,000 commensurate with previous experience

Benefits:

- Access to ICOS' health insurance scheme is available after the completion of the 6-month probationary period.
- Access to ICOS' pension scheme, including 7% pension contributions, is available after the completion of the 6-month probationary period.
- Annual leave is 29 days per year.
- Additional paid time off over the Christmas period and on Good Friday.
- Flexible working hours and hybrid working arrangements.
- Time in lieu for overtime worked.
- A death in service benefit.
- Staff training, development and education opportunities.

Key Tasks & Responsibilities:

- Leading the strategic management and development of ICOS
- Driving, managing, and implementing the strategic plan within budget
- Collaborating with the Chair and Board members in relation to all Council and Board matters including membership, meetings, review/planning and other activities
- Advising and collaborating with the Board to ensure ICOS is operating to high standards and meeting its obligations with regard to company and charity regulation
- Working with the ICOS Finance & Governance Committee to implement good governance, transparency, and accountability in accordance with the Charity Regulatory Authority guidelines
- Day-to-day management of the staff, the offices and premises, and overall responsibility for ICOS' finances and assets
- Supervision and mentoring of staff to devise and monitor work plans
- Management of ICOS' services contract with the Department of Foreign Affairs and Trade with respect to the Irish Aid Fellowship Programme and related matters
- Exploring funding opportunities to allow ICOS to develop its services and enhance its policy influence
- Acting as representative for the organisation in relevant policy fora and collaborating with a variety of networks across civil society, stakeholders, alliances, and coalitions in the pursuit of agreed objectives
- Establishing and maintaining constructive professional relationships with politicians, government ministers, senior public officials, and statutory bodies
- Building ICOS' voice as the trusted representative body for international students
- Initiating and supervising ICOS' special projects in international education e.g. seminars, research, publications
- Preparing and presenting reports to the Board of Directors as required and assisting with preparation for Board

meetings and general meeting This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.

Qualifications, Skills & Experience required:

Essential

- Experience in a senior management position
- A Level 8 qualification such as an honours degree or experience demonstrating the capabilities associated with a qualification at that level is required
- Sound knowledge of the Irish higher education system
- Effective leadership ability and management practice
- Passionate about the student experience and education
- Previous management and policy analysis experience
- Proven experience of successful project management
- Excellent verbal and written communication skills
- A strong strategic perspective, commercial acumen and the ability to build, prioritise, and implement focused and viable goals
- Relevant experience in an international/cross-cultural/development context
- An understanding and appreciation of the NGO/Charity sector and knowledge of organisational, governance and legal responsibilities in the sector
- Strong personal commitment to international education
- Financial acumen and experience of successfully managing budgets

Desirable

- A Master's degree is desirable
- Experience of working with a Board of Directors made up of volunteers

Please send a CV and cover letter in one PDF document labelled 'Acting Executive Director – Your Name' to the Chair of the ICOS Board, Holly Cowman: holly.cowman@mic.ul.ie (<mailto:holly.cowman@mic.ul.ie>) before 5pm on Thursday April 17th.

Region

Dublin 4

Date Entered/Updated

27th Mar, 2025

Expiry Date

17th Apr, 2025

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