

## **Crohn's and Colitis Ireland: Interim Chief Operating Officer (Maternity Cover) (<https://www.activelink.ie/node/115248>)**



### **Job Title: Interim Chief Operating Officer (Maternity Cover)**

- **Contract:** 6 months maternity cover, 37.5 hours
- **Job location:** Flexible, currently remote working. Successful candidate must be based in Ireland. Office space available in Dublin if needed. Position requires travel, expenses will be provided
- **Annual Leave:** Prorated to hours worked
- **Pay:** €40,000 (Negotiable based on experience)

### **Purpose of the Position**

The **Interim COO will play** a crucial leadership role at Crohn's and Colitis Ireland (CCI), overseeing the charity's day-to-day operations and ensuring the effective delivery of services to those living with inflammatory bowel diseases. This maternity cover position involves managing the organisation's operational strategy, driving operational efficiency, and ensuring that internal processes align with CCI's mission. The **Interim COO** will work closely with the Chair and board of directors, and other stakeholders to implement policies that support the charity's goals. The role is integral to maintaining a high standard of service and care, fostering a collaborative work culture, and ensuring that CCI's operations are in line with its vision of improving the lives of those affected by Crohn's disease and ulcerative colitis.

### **Closing Date & Application Information**

Email CV and a cover letter outlining your suitability for the position to [toamy@crohnscolitis.ie](mailto:toamy@crohnscolitis.ie) (<mailto:amy@crohnscolitis.ie>) clearly referencing "Interim COO Position" in the subject line.

**Closing date for receipt of applications is 5pm on Friday the 9th of May 2025.**

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### **About Crohn's and Colitis Ireland**

Crohn's and Colitis Ireland (CCI) is a charity dedicated to supporting individuals living with Crohn's disease and ulcerative colitis, two types of inflammatory bowel disease (IBD). Our mission is to raise awareness, provide support, and improve the lives of those affected by IBD. Through education, advocacy, and community engagement, CCI works to ensure that those impacted by these conditions have access to vital resources and are empowered to lead fulfilling lives. We aim to raise awareness, and support the ongoing care of those living with IBD, while fostering a strong, supportive network for patients, families, and healthcare professionals.

### **Primary duties to include, but not limited to:**

**Strategic Planning:**

- Lead the roll out of the 2025-2028 Crohn's & Colitis Ireland strategic plans, goals and objectives

## **Operations Management:**

- Oversee the day-to-day operations of Crohn's & Colitis Ireland, ensuring smooth functioning across the various functions within CCI.
- Implement policies and procedures to optimise operational efficiency and effectiveness.
- Present operational reports at board meetings every 6 weeks or when requested.

## **Program Management:**

- Provide leadership and guidance to staff and volunteers, ensuring that projects, events are effectively designed, implemented, and evaluated.
- Monitor projects and events outcomes and impact, and make recommendations for adjustments or improvements as needed.
- Ensure the collection and analysis of outputs and outcome data, which measures the impact of Crohn's and Colitis Ireland's programmes
- Be the lead on projects, events and campaigns such as World IBD Day, patient information events, and advocacy projects.

## **Financial Management and Governance:**

- Work closely with the Treasurer to manage the organisation's budget, ensuring that financial resources are allocated appropriately to support our mission and goals.
- Ensure fundraising plans are carried out.

## **People Management**

- Ensure the implementation of employment-related, HR, volunteer and organisational policies.
- Promote a culture that reflects Crohn's and Colitis Ireland's values, encourages excellence, effective communications and teamwork.
- Lead the team, motivating and supporting them to achieve ambitious outcomes individually and organisationally.

## **Stakeholder Relations:**

- Maintain relationships with key stakeholders, including donors, partners, government agencies, and the community at large.
- Represent Crohn's & Colitis Ireland Company Limited by Guarantee at meetings, conferences, and other events, advocating for our mission and values.

**Note:** The above statements are meant to outline the general nature and scope of work for this position. They are not exhaustive and may evolve over time. The individual in this role should remain flexible and adaptable when tasks arise that are not specifically detailed in this job description.

## **Person Specification**

*This position requires an ambitious, dynamic, self-motivated and target driven individual who can form excellent working relationships.*

## **Required Knowledge / Experience:**

- A third-level qualification or equivalent senior management experience
- Minimum of two years' management experience in the NGO sector
- Proven experience working with charities
- Track record in project management and delivering measurable results.
- Self-starter with strong IT and administrative skills.
- Excellent Computer skills (Microsoft Office Suite), and database management skills.
- Ability to build and maintain relationships with colleagues, donors and members of the public.
- Self-motivated and able to work independently as well as in a team.

- Exceptional organisational and time management skills.
- Experience in building and managing key relationships and the ability to deal with a diverse range of people (experience in managing committees and volunteer groups desirable).

## **Desirable**

- Full clean driving License
- Good understanding of the not-for-profit sector and the codes of best practice in Fundraising, Communications and Governance.
- Relevant experience using websites and social media in external stakeholder communications. Proven leadership and management experience in the non-profit or voluntary sector.
- A proven track record in fundraising, particularly in corporate and community fundraising, with an ability to demonstrate past performance in meeting ambitious targets.
- Experience in motivating communities of volunteers.

## **Region**

Flexible / Nationwide / Dublin

## **Date Entered/Updated**

24th Apr, 2025

## **Expiry Date**

9th May, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/115248-crohns-and-colitis-ireland-interim-chief-operating-officer-maternity-cover>