



## **Job title: Executive Director**

**Employer:** The Psychological Society of Ireland

**Location:** The role will be based predominantly in PSI offices in Dublin but will include occasional site visits to higher education institutions (HEIs) for accreditation support. There is an openness to some flexibility and an element of remote working.

**Responsible to:** President of the PSI Council (Chair of Council)

**Contract type:** Full-time; fixed term (5 years), following completion of a 6-month probationary period

**Salary:** Attractive remuneration commensurate with relevant skills and experience

### **Position Summary**

The Psychological Society of Ireland (PSI) is inviting applications from suitably qualified candidates for the role of Executive Director (ED). The ED will work closely with the President and Council to oversee the development of the PSI as the learned and professional body for psychology in Ireland. The ED will be responsible for providing leadership, developing and implementing the Society's strategic and operational plans, leading on stakeholder engagement and business development, and being an effective advocate for the Society and its members. This role will be suited to individuals with experience in senior management, or organisational development, with a capacity for working effectively at both operational and strategic levels. The successful candidate will be energetic, flexible, a strong communicator, and committed to advancing the strategic objectives and priorities of the Society and its membership.

### **About the PSI**

The PSI is a registered charity, responsible for the development, promotion and application of psychology for the public good. The Society is the professional body for psychologists in Ireland with the primary objective of advancing psychology as an applied science. Established in 1970, the PSI has grown to circa 5,000 members, 11 divisions and 16 special interest groups. The PSI maintains a voluntary register of Student, Graduate, and Chartered Members while the profession is preparing for statutory regulation by CORU. The Society currently oversees undergraduate and postgraduate accreditation, and validation for international qualifications in psychology, which requires involvement from the PSI senior management team and ED to work

effectively. The Society is governed by the President and Council who are elected by the membership at the Annual General Meeting (AGM) and are all registered trustees of the Charity. The Governance Team, which is composed of the President and officers of Council, is tasked with additional duties and can convene to make timely decisions between Board meetings if necessary. The Governance Team also oversees compliance with the Charities Acts.

Our vision is for a society that appreciates and pursues the psychological wellbeing of individuals, communities, and organisations, and an engaged, diverse and well-supported psychological community.

Our mission is to support and represent our members, and to promote and advance psychology as a science and profession that is of benefit to Irish society.

Our values are:

- Evidence-informed
- Equity, Diversity and Inclusion (EDI)
- Integrity
- Rights-based
- Member-centred

### **Primary Responsibilities**

- **Leadership**
  - Lead, support, and motivate all staff and inspire their commitment to the Society's aims and objectives.
  - Seek out, develop, and maintain effective working relationships with all relevant organisations and individuals to promote the work of the Society and facilitate the implementation of its strategic objectives.
  - Lead the staff by example, instilling a culture of professionalism and inclusion, supported by supervision, support and development.
- **Strategy**
  - Be responsible for leading the implementation of the PSI's strategic plan.
  - Seek out and implement opportunities for innovation to ensure that the PSI continues to be the learned professional body for psychology in Ireland.
  - Work with Council to monitor and evaluate the PSI's relevance and value to the membership, developing actions to address same.
- **Operations**
  - Ensure the implementation of all the Society's operational plans.
  - Take executive responsibility for all functions, including administration, finance, communications, and IT.

- Ensure that the PSI's supports and services are delivered to the highest standard with due regard for timescales, targets and budgets.
  - In collaboration with Council and relevant sub-groups, play a leadership role in the recruitment, management and effective deployment of staff, applying robust HR processes covering recruitment, performance management, appraisal and remuneration in accordance with the PSI's existing policies and procedures.
  - Assume line management responsibility for the staff team.
  - Ensure that resources and materials produced by the Society are of a high standard and are appropriate to the needs of the membership and the profession.
  - Oversee the implementation of the Society's activities in professional development, third-level accreditation, validation of international qualifications, and preparation for statutory regulation, in collaboration with relevant PSI committees.
- **Financial Management**
    - Oversee the fiscal activities of the Society, such as financial planning, financial management, budgeting, reporting and auditing, to include preparation of draft budgets and draft cash flow projections for the consideration of the Honorary Treasurer, Resources Group and Council.
    - Ensure and/or work towards compliance with the Charities Statement of Recommended Practice (SORP).
    - Liaise with Council and the Society's auditor, as appropriate.
    - Work with the Honorary Treasurer, and Resources Committee to ensure financing to support short-, medium- and long-term goals.
    - Ensure accurate financial reports are available for each meeting of the Council.
    - In consultation with the Honorary Treasurer and the Society's auditor, prepare such records as are necessary to ensure the compilation of the Society's annual accounts.
    - Work with the Council and staff team to identify and develop additional income streams.
- **Governance and Compliance**
    - Liaise with Council to ensure that the organisation's overall governance structure, policies and procedures are appropriate and effective, taking remedial measures and implementing changes as necessary.
    - Attend all Council meetings (10 per annum) and prepare a written report in advance of each meeting detailing matters of interest and concern regarding the organisation's activities during the previous period.
    - Ensure that Council is made aware, in a timely fashion, of any matters requiring its attention.

- Maintain and develop, as necessary, effective operational policies and processes in all functions. Review and update scope and content to meet legal, regulatory and best practice needs.
  - Oversee the maintenance, development, as necessary, and practical application of all organisational and HR policies and procedures, e.g., health and safety, equality and diversity, data protection, etc.
  - Ensure that risks are identified and regularly reviewed, and that systems and procedures are in place to mitigate such risks.
  - Ensure effective communication and liaison between Council and the Society's staff team.
  - Contribute to the ongoing communication between Council and the wider membership of the PSI through the Society's publications, such as the Annual Report, and the PSI website.
  - Participate in line management and performance development processes, as required.
- **Stakeholder Management**
    - Assist the President in representing and promoting the Society. This includes communicating Society policies and positions to government departments and agencies, media, and other relevant organisations, when appropriate, and using the relevant PSI staff team members effectively in this regard.
    - Liaise with, and support cooperation across, the groups and bodies involved in the profession of psychology, such as government departments and agencies, third-level institutions, heads of services, employer organisations, trade unions and other professional bodies.
    - Seek opportunities to promote and enhance the status of the Society as a highly credible professional body.
    - Ensure at all times that interactions between the Society and members of the public are professional, respectful and responsive, and consistent with PSI values.
    - Ensure that the Society's website is relevant and informative for members, the public and other key audiences.
    - Communicate collegially and constructively with staff, Council, and the varied specialisms and groups within the Society.
    - Balance the multiple interests of a range of different stakeholders so that the best interests of the Society and the profession overall are served.

## **Person Specification**

### **The successful candidate will have:**

- Significant experience of working in a senior management role(s) which includes operational, financial and strategic responsibilities.

- Experience and understanding of corporate governance and associated regulatory requirements, as relevant for this role.
- Experience of managing and working collaboratively with multiple internal and external stakeholders.
- Experience of working with a board of management/directors.
- Proven ability to lead by example and influence teams and individuals to attain high performance levels.
- Experience of using data to inform decision making and continuous quality improvement.
- Strong communication skills including the ability to present information in a clear and concise manner.
- Ability to organise a complex and varied workload and prioritise competing demands.
- Competence in IT tools and applications, i.e., Microsoft 365 and Zoom.

### **Desirable**

- Experience of working within a member-led learned society involving volunteer members and paid employees.
- Experience of working in the charity sector and an understanding of the regulatory landscape pertinent for charities (Charities Regulator, Charities Governance Code, etc.).
- A qualification in psychology at undergraduate and/or postgraduate level.

### **Salary and Benefits**

- Salary will be commensurate with knowledge, skills, qualifications and experience relevant to the role.
- Defined contribution pension scheme (10% of salary).
- Annual leave 28 days, exclusive of public holidays.
- Health insurance subsidy of €420 per annum.
- Access to an Employee Assistance Programme.

### ***\*Please note\****

- The above job specification is not a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post.
- The successful candidate must have an openness to being flexible and allocating resources towards societal priorities, such as HEI course accreditation coordination and support, Professional Conduct Committee resourcing, and other matters that may arise from time to time, particularly as the profession enters the statutory regulatory era.
- The PSI is an equal opportunities employer.
- All documentation received by the PSI will be processed in accordance with the Data Protection Acts, 1988 and 2003, and General Data Protection Regulation (GDPR; 2018). The information will only be used by the PSI in the processing of job applications and for ongoing administrative purposes with job candidates.

**How to Apply**

Please submit a CV and cover letter by email, with the subject of the email being 'PSI Executive Director application', to:

Dr Damien Lowry  
[president@psychologicalsociety.ie](mailto:president@psychologicalsociety.ie)

**Application Deadline**  
**5pm, Thursday 01 May 2025**