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**Job Title:** Chief Executive Officer

**Reporting to:** Chair of the Board

**Location:** Blackrock, Co. Dublin

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## **CHIEF EXECUTIVE OFFICER**

### **About the Organisation**

Southside Partnership DLR is an independent local development organisation serving Dun Laoghaire-Rathdown County. Established in 1996, this dynamic organisation works to bring about positive change in the life chances and opportunities of people who experience the effects of poverty and social exclusion, by building sustainable communities and promoting equality and inclusion for all.

### **Function**

Southside Partnership DLR wishes to recruit a new CEO to continue to lead and guide the organisation for the years to come. This challenging role offers the opportunity to work with a diverse range of individuals, groups and communities who experience disadvantage, by working in partnership, to increase access to services, education, employment, culture, and recreation opportunities.

Reporting directly to the Chair, the CEO will be responsible for delivering the vision and mission of the organisation at a time of ongoing change. S/he will oversee the implementation of the Partnership's Strategic Plan, including a broad range of integrated programmes and services. The successful candidate will be responsible for best practice with respect to administration, communication, financial, programme, people management and will support the Board with regards to governance.

### **Duties & Responsibilities**

**Working in close collaboration with the Chairperson, Operations & Finance Group and Board of the Partnership, the primary responsibilities are:**

- Overall responsibility for the strategic management of Southside Partnership DLR.
- Overall responsibility for the day-to-day operational management of the organisation.
- Representing Southside Partnership, developing relationships externally, and influencing policy at appropriate fora at local and national levels.
- Fostering the empowerment of individuals, groups and communities that experience disadvantage through partnership, support and the integrated delivery of appropriate programmes and services.
- Overseeing financial, HR and reporting matters in line with best practice, ensuring compliance and good governance.
- Responsibility for sourcing, managing and reporting on funding to multiple funders including, but not limited to, SICAP, LES and Tus.
- Maintaining and further developing the culture within the organisation to reflect its ethos and values.
- Providing on-going leadership, mentoring and development of staff.

**Governance & Strategic Management:**

- Developing, implementing and reviewing the organisation's Strategic Plan in line with national and county priorities.
- Communicating and building commitment to the organisation's strategic direction among internal and external stakeholders.
- Ensuring that all policies, practices and procedures are in compliance with legislative and regulatory requirements.
- Taking overall responsibility for the fiscal activities of the organisation including budgeting, reporting and audit.
- Working with the Board to enable it to fulfil its governance functions and facilitate optimum performance by the Board and its Committees.

**Operational Management:**

- Providing general oversight of all Southside Partnership activities and managing the day-to-day operations in ways consistent with its values, strategic goals and performance targets, to ensure a smoothly functioning and efficient organisation.
- Initiating and formulating policies, reports and plans for adoption by the Board.
- Ensuring with the Management Team that the plans and objectives of the Partnership build on existing work and are continuously under review and evaluation.
- Identifying and securing new programme opportunities.
- Providing comprehensive reports on the activities of the Partnership, to the Board and Funders, quantifying outcomes and impacts against plans.

**External Relationships & Policy:**

- Representing and promoting Southside Partnership on appropriate national/regional/county fora to ensure transfer of knowledge, learning and influencing of policy to achieve long-term sustainable change.
- Communicating the ethos, values and integrated community development approach of the Partnership to multiple stakeholders.
- Ensuring that Southside Partnership is integrated into the fabric of the community through effective communication, community engagement, and quality programme and service delivery.
- Initiating, developing, and maintaining collaborative relationships with key agencies and funders and working to identify and develop new opportunities to support the wellbeing of communities in the county.
- Acting as an advocate for and with beneficiaries, priority groups and communities.

**Financial Management:**

- Working to sustain existing funding and sourcing new opportunities for funding to progress the goals and objectives of the Partnership.
- Provide regular financial reporting to the Board and funders in conjunction with the Finance Manager.
- Developing and maintaining systems of internal controls to ensure financial compliance and robust procurement and risk management processes.
- Ensuring with the Management Team that annual targets, budgets and key performance indicators are met.

**Staff and Organisational Development:**

- Harnessing the ethos and values of the Partnership amongst all staff and Board members.
- Overall responsibility with the support of the senior management team for human resource management and staff wellbeing.
- Ensuring the development of effective and flexible staff teams.
- Overseeing the development and implementation of effective and efficient HR policies and procedures in line with best practice and employment legislation.
- Providing regular problem-solving support and mentorship to team members to generate optimum performance.
- Identifying training and development needs of Board and staff members.

## **Qualifications and Experience**

### **Essential**

- Candidates will ideally be educated to degree or post degree level.
- Minimum 5 years' general management experience in a similar sized organisation, with excellent leadership qualities and clear business acumen, allowing for continued growth and development of Southside Partnership's services.
- Previous experience of work in/with the local and community development sector and a clear understanding of the local development context.
- Experience of working with statutory bodies / funders.
- Experience of working with large budgets and a strong understanding of financial management
- Experience of working with a Board of Directors.
- Demonstrable commitment to equality and social change and experience of the dynamics of partnership working with multiple stakeholders, including local government.

### **Desirable**

- Experience of leading, implementing and managing change in an organisation.
- Experienced in planning and implementing projects.
- Up to date knowledge of corporate governance.
- Proven experience of relationship development.
- A full clean driving licence and use of a car is desirable.

### **Skills**

- The ideal candidate will have clearly demonstrable leadership, interpersonal, influencing, analytical and networking skills.
- Be proactive with excellent communication, negotiation, problem solving and decision-making skills.
- Ability to maintain professional boundaries with all staff, clients and agencies.
- Ability to stay calm under pressure and use their own initiative; approachable and open to others views.
- Ability to prioritise work and meet deadlines.
- Well-developed IT skills — MS Office, databases, completion of Tenders/SLA documents (both paper and online).
- Displays good judgment and confident decision-maker.

## **Conditions of Employment**

### **Salary**

Remuneration is based on a salary scale (€65,184 to €87,595) and will be commensurate with experience.

### **Contract**

Permanent Contract, subject to successful completion of a Probation period.

### **Further Information / Application**

For further information or to apply for this role please submit your CV and Cover letter quoting the reference SSP01 to [recruit@adarehm.ie](mailto:recruit@adarehm.ie) by 5pm, Friday 7<sup>th</sup> May 2021.

**Southside Partnership DLR is an Equal Opportunities Employer.**

[www.southsidepartnership.ie](http://www.southsidepartnership.ie)