

Candidate Briefing Document for the Position of

## **Chief Executive Officer**

September 2022



**meath  
partnership**

### **Meath Partnership**

Units J & K,  
Kells Business Park,  
Cavan Road,  
Kells,  
Co. Meath  
A82 N6P8

**[www.meathpartnership.ie](http://www.meathpartnership.ie)**

## Organisation Overview

Meath Partnership is a well-established Local Development Company with a strong track record and has been in operation since 1995. As a not-for-profit entity with Charitable Status, Meath Partnership maintains a primary focus on applying the entirety of its resources to the specific needs of its target groups and in meeting the requirements of contracting authorities with whom the company engages.

Specialising in the fields of social inclusion, economic and rural development and training & education, Meath Partnership is also an accredited QQI Training Provider and complies with all recently upgraded requirements in this respect. Through the application of resources at its disposal, Meath Partnership strives to support, assist and engage in social progression, the facilitation of rural and urban regeneration, the promotion of wellbeing across local communities and delivers actions to address the causes and consequences of social and economic deprivation and poverty.

Meath Partnership is governed by a board of 19 Directors nominated and elected through a democratic process agreed with the Department of Community and Rural Development. The board consists of four directors representing the community and voluntary sector, including the environmental pillar; one director representing Gaeltacht communities; four directors representing state agencies; three directors representing social partners; four directors representing small to medium enterprise and three directors representing organisations with a social inclusion remit.

The Board of Directors extends its governance reach through sub-committees of the board with responsibility for five key areas of operation namely; Social Inclusion; Rural Development; Finance, Audit & Compliance; Procurement and Tender Management; and Human Resources Management. All matters requiring decision must come before the Board of Directors whose decision is final.

In the management and delivery of the core operations of the company, Meath Partnership employs 34 permanent members of staff and a further 284 part-time employees linked to the Rural Social Scheme and Tús Programme. The company's head office is based in Kells Business Park, Kells with outreach facilities in Laytown and Navan. Meath Partnership embraces the concept of diversity and recognises the value that diversity brings to an organisation, the core staff pool is drawn from five nationalities fluent in nine relevant languages in respect of clients presenting for support. This valuable resource supports Meath Partnership's open door policy and accessibility ethos.

In both national and international terms, Meath Partnership has extensive experience of both national and EU funded programmes gained through initiatives such as LEADER, Social Inclusion Community Activation Programme (SICAP), the Meath Volunteer Centre, the Tús Programme, Irish Aid, EU Lifelong Learning Programmes, the EQUAL Community Initiative, DG Asylum and Migrant Integration Programme, Interreg, DG Justice, the Norway (EEA) Funds and the Erasmus+ Programme. In this respect, not only is Meath Partnership cognisant of current EU policy across its field of operations, the company is at the cutting edge of EU policy making for the future in regard to training and education, social inclusion, integration policy and strategic employment policies. Meath Partnership, given its history of achievement, depth of experience and available resources, is well placed to continue to support all facets of local development to good effect in Co. Meath.

***The Meath Partnership Strategic Plan (2020-2023)*** sets out key objectives for the organisation for the period to 2023.

The full strategic plan can be read here: [Strategic Plan 2020-2023](#)

Further information about Meath Partnership is available at [www.meathpartnership.ie](http://www.meathpartnership.ie).

## Job Description

Post Title:	Chief Executive Officer
Status:	Full-time 37.5 hours per week
Location:	Units J & K, Kells Business Park, Cavan Road, Kells, Co. Meath, A82 N6P8
Reports to:	Board of Meath Partnership
Salary:	€80,000 to €100,000 – commensurate with experience and/or education
Pension:	A pension scheme is available with a company contribution
Closing Date for Application:	07th October 2022

## The Opportunity

This is an exciting opportunity to play a leading role in the progression of local development and mitigation of disadvantage in Co. Meath through to the end of the current decade. Based in the family friendly environment of the town of Kells with its new schools and excellent road network, this position offers a time rich opportunity for improved quality of life and a rewarding long-term career experience. Diversity is a welcome candidate feature and the organisation is open to secondments from the public service.

## The Role in Brief

Reporting to the Chairperson and Board of Meath Partnership, the Chief Executive Officer will take responsibility for the strategic & operational management of the company. This is a hands-on role leading a team of dedicated staff where driving positive decision making & empowering people at all levels is a priority objective. This is an exciting opportunity for someone passionate about improving outcomes for communities experiencing challenge, promoting economic development and supporting those who are most at risk of poverty and social exclusion.

### Operational Management

- Overall responsibility for the day to day management of company operations ensuring a smoothly functioning and efficient organisation
- Supervising and assisting senior staff with programme management and effective delivery
- Implementation of all policies and procedures as required for good governance of the company
- Recruiting, leading, motivating and supporting the organisations human resources
- Facilitating and supporting meetings and activities of the Board of Directors and the Board sub-structures

### Financial Management

- Sustaining of existing funding sources and the securing of new funding opportunities
- The assumption of overall responsibility for the financial affairs of the company to include planning, compliance, audit and reporting
- The maintenance of effective internal controls to manage risk, ensure regulatory compliance and safeguard the resources of the company and its funders

### External Relations

- Build and maintain positive relationships with key government Departments, State Agencies, Local Government and Organisations active in similar operational fields
- Represent and promote Meath Partnerships work on all relevant national, regional and local platforms

## Policy Development

- Maintain a strong focus on policy led research sufficient to inform high level programme and funding bids, support board decision making and, as required, achieve excellence in strategic planning and programme development.

## Essential Requirements

- Three (3) or more year's senior programme management/company management experience.
- A proven high level of knowledge and experience in the delivery of Government and EU funded or similar local development programmes.
- Strong history of preparing high quality development strategies and record of success in the preparation and submission of programme funding applications and tenders
- Knowledge of the dynamics of partnership working and practical experience in effective engagement with multiple stakeholders and programme beneficiaries.
- Excellent leadership qualities and strong business acumen with a record of continuous development and success in career to date.
- Strong IT, administrative and organisational ability coupled with excellent people management skills.

## Key Competencies for the Role

### Leadership & Strategic Direction

- Leads the team, setting high standards, tackling any performance problems & facilitating high performance
- Facilitates an open exchange of ideas and fosters an atmosphere of open communication
- Contributes to the shaping of strategy and policy
- Develops capability and capacity across the team through effective delegation
- Develops a culture of learning & development, offering coaching and constructive / supportive feedback
- Leads on preparing for and implementing significant change and reform
- Anticipates and responds quickly to developments in the sector/ broader environment
- Actively collaborates with funders, stakeholders and contracting authorities

### Judgement, Analysis & Decision Making

- Identifies and focuses on core issues when dealing with complex information/situations
- Assembles facts, utilises verbal and numerical information and thinks through issues logically
- Identifies coherent solutions to complex issues
- Takes action, making decisions in a timely manner and having the courage to see them through
- Makes sound and well-informed decisions, understanding their impact and implications

### Management & Delivery of Results

- Initiates and takes personal responsibility for delivering results/ services in own area
- Balances strategy and operational detail to meet business needs
- Makes optimum use of resources and implements performance measures to deliver on objectives
- Ensures the optimal use of ICT and new delivery models
- Critically reviews projects and activities to ensure their effectiveness and that they meet organisational requirements
- Instils the importance of efficiencies, value for money and meeting corporate governance requirements
- Ensures team are focused and act on strategic plan priorities, even when faced with pressure

## **Building Relationships & Communication**

- Speaks and writes in a clear, articulate and impactful manner
- Actively listens, seeking to understand the perspective and position of others
- Manages and resolves conflicts / disagreements in a positive & constructive manner
- Persuades others; builds consensus, gains co-operation from stakeholders to obtain resources & accomplish goals
- Proactively engages with colleagues at all levels of the organisation and across the Local Development Field and builds strong professional relationships

## **Drive and Commitment**

- Consistently strives to perform at a high level
- Demonstrates personal commitment to the role, maintaining determination & persistence while keeping a sense of balance and perspective in relation to work issues
- Contributes positively to the overall agenda of the company
- Is personally trustworthy, honest and respectful, delivering on promises and commitments
- Ensures the intended beneficiary is at the heart of all services provided
- Is resilient, maintaining composure even in adverse or challenging situations
- Promotes a culture that fosters the highest standards of ethics and integrity

## **Specialist Knowledge, Expertise and Self Development**

- Develops and maintains recognisable skills and expertise that are relevant to Meath Partnership and its core operations
- Remains current in respect of key departmental, sectoral, national and international policies
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth
- Understands and commits to the objectives and mission of the company across the full scope of its activities.
- Has the capacity to quickly master a very wide ranging and complex brief

## Recruitment Process

All applicants responding to advertisements will receive an acknowledgement of their application and all will be assessed based on the criteria specified for the role. **Applications will be accepted via E-mail only.** No original certificates or references should be submitted as any part of an application.

Following the completion of the first phase of the process, advertising and search, a shortlisting process will be utilised based on the information supplied on the completed Cover Letter and Curriculum Vitae.

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Meath Partnership may decide that a smaller number will be called to interview. In this respect, Meath Partnership provides for the employment of a short-listing process to select a group for interview who, based on an examination of the application documents, appear to be the most suitable for the position. An expert recruitment group will examine the application documents against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

Candidates selected from the short-listing process will be required to complete a Key Achievements & Critical Experience Form and return for review by the recruitment group. Based on an assessment of this information, candidates will be invited for an interview with Meath Partnership. It is likely in this event that candidates for interview will be asked to prepare a presentation in response to a possible case study or proposed development scenario.

***Please note that canvassing will disqualify.***

## Recruitment Process Timeline

Application closing date	07 <sup>th</sup> October 2022
Shortlisting	24 <sup>th</sup> October 2022
Interviews (commencing)	14 <sup>th</sup> November 2022
Offer extended to successful applicant	21 <sup>st</sup> November 2022
Start Dates	10 <sup>th</sup> January 2023

## Application Procedure

To pursue your interest please e-mail your completed application to [info@meathpartnership.ie](mailto:info@meathpartnership.ie)

For a confidential discussion on the process or position, please contact Eddie Downey, Chairperson, on +353 86 8044605 or Fiona Larkin, Company Administrator, on +353 46 9280970.

Candidates must **submit a single document in Word or PDF format** containing:

- Cover Letter – Not exceeding 1 A4 page – should detail relevant competencies and explain how you meet the requirements of the role
- CV – Not exceeding 3 A4 pages

Please note that omission of any or part of the requested application documentation or incorrect formatting, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stages of the selection process.