



## JOB DESCRIPTION

**Job Title: Chief Executive Officer, Irish Kidney Association**

**Based: ParkWest, Dublin 12**

**Reporting to: Chairperson and Board, Irish Kidney Association**

**Salary: €80,000 approx.**

The Irish Kidney Association (IKA) is seeking to recruit a Chief Executive Officer. The Irish Kidney Association is a national charitable voluntary organisation founded in 1978. We are dedicated to meeting the needs of people living with and affected by end-stage kidney disease. These needs are spread across all aspects of life – medical, social, and psychological. The profile of the kidney patient ranges from infancy to the elderly who are undergoing various methods of treatment: haemodialysis, peritoneal dialysis, and kidney transplantation.

By providing information on kidney diseases, associated medical scenarios, and social benefits and entitlements, the IKA helps patients and families live as normal a life as possible.

The IKA has an active advocacy and lobbying role in relation to those living with and affected by end-stage kidney disease. These ongoing activities cover a wide variety of areas, including government departments, the HSE, hospitals, renal units, and many other agencies.

The Irish Kidney Association is governed by a Board of Directors, which is composed of elected members selected by each of the IKA's 24 Branches across the country. The Board supports the CEO in managing the organisation and delivering on its strategic objectives. The Association is in the process of finalising its strategy for 2020-24.

The CEO is supported by a team of 10 in the Head Office in ParkWest, Dublin 12, and 3 in the Renal Support Centre based on the grounds of Beaumont Hospital.

### **Chief Executive Officer Job Description**

As lead member of the organisation's Executive, the CEO will take primary responsibility for managing the Irish Kidney Association as a whole, for liaison with the Board, for liaison with external bodies including the HSE, and for identifying development opportunities for IKA. The CEO will take responsibility for the fulfilment of the Association's targets and objectives as set by the Board. The CEO will take lead responsibility for all strategic management matters, will direct policy development and strategic planning, and will be formally accountable to the Chairperson and Board. The scope of the CEO post is as follows:

- To provide leadership and vision to the IKA and to promote that vision at corporate, regional and local level.
- To exercise authority over the resources delegated by the Board in order to discharge responsibility for implementing the Board's policies and strategies.
- To be responsible for managing and co-ordinating all staff employed by the IKA.
- To be responsible for the implementation of the vision contained in the IKA's Mission Statement.
- To work closely with:
  - The Board;

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- IKA Branches;
- Health Service Executive;
- The Department of Health;
- Other statutory and voluntary bodies as appropriate;
- European and international bodies.

## **The purpose of the post is:**

- To manage the efficient and effective delivery of services provided directly or through the IKA.
- To provide management within the context of the strategy of the Association and national strategies as provided by the HSE and the Department of Health.
- To provide leadership and line management through performance management of head office and regional services provided through the IKA (to include financial and human resources).
- To provide significant leadership in the reform/rationalisation and development of services and ensure compliance with statutory and regulatory standards.

## **The principal responsibilities and functions will be as follows:**

- Plan, manage and control the delivery of services within the resources provided.
- Establish and maintain effective relations with the HSE, Department of Health, and other voluntary organisations and statutory bodies.
- To work with statutory and voluntary bodies in implementing the mission of the IKA.
- To be the public representative of the IKA in respect of the media and public affairs.
- Ensure the consistent and effective development and implementation of policy/standards/ services.
- To attend board and sub-committee meetings as required.
- To chair management team meetings.
- To provide and co-ordinate the development of strategic and operational plans to give effect to policies approved by the Board.
- To assist managers in preparing plans for their own services to give effect to the board policies.
- To co-ordinate and monitor the various fundraising activities of the Board and Branches.
- To provide leadership and line management through performance management of staff.
- To maximise the efficiency, co-ordination, and effectiveness of the collective resources available to the Board.
- To work with the Finance Manager in the preparation of annual budgets, variance reports, and projections, and facilitate preparation of annual audit.

This job description indicates the main functions and responsibilities of the post. The post-holder may be allocated other duties and responsibilities as determined by the Chairperson and Board.

This position is intended to be on the basis of a five-year fixed-term contract subject to successful completion of a 6-month probationary period. The proposed salary for this position is approximately €80,000. The IKA operates a contributory pension scheme for employees.

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## Person Specification

### ***Required Qualifications and Experience:***

At the closing date of the competition the applicant must have:

- significant experience at a senior level in a multi-functional organisation, ideally in the voluntary sector;
- a third level qualification appropriate to the role (in exceptional circumstances, a candidate may be appointed who does not hold a degree but who possesses a very considerable amount of job-related experience);
- a knowledge of health policy and service provision.

### ***Desirable Characteristics:***

The ideal candidate has the following characteristics:

- a significant track record in management.
- the required leadership and vision to lead and manage change.
- the capacity to lead, organise and motivate staff and volunteers to function effectively.
- excellent interpersonal skills networking and influencing skills.
- excellent communication skills and the ability to establish an effective and persuasive relationship with the media and with the public generally.
- proven ability to organise at a strategic and operational level the necessary people and resources across a network of services so that objectives can be met within budget to quality standards and within timescales.
- demonstrates, understands, identifies with and is committed to the core values and mission of the IKA and places a high emphasis on achieving high standards of excellence.
- the capacity to advocate effectively for the organisation's policies and programmes.

***Shortlisting of candidates may apply according to the above required and desirable criteria.***

In order to apply for this position, please go to <https://www.crowe.com/ie/news/irish-kidney-association-seeking-to-recruit-a-chief-executive-officer>, download and complete the application form, and return it by Friday 29<sup>th</sup> May 2020 to [vanya.sargent@crowe.ie](mailto:vanya.sargent@crowe.ie). Additional information on the IKA and on the position being advertised is also available to download from that link.

***Crowe is assisting the IKA with this application process. For further information, please contact Vanya Sargent at 01 448 2200 or by email at [vanya.sargent@crowe.ie](mailto:vanya.sargent@crowe.ie). No assistance is required from agencies for this process.***