



# EXCHANGE HOUSE IRELAND

## National Travellers Service

Exchange House Ireland National Travellers Service has been providing services for Travellers since 1980. We are the largest front line Travellers specific service in the country. We pride ourselves in working with some of the most marginalised members of the Traveller community. With a staff in excess of 60, our services include: social work, family support, crisis intervention, mental health and suicide, domestic violence, prison support, addiction services, children and young peoples' services, EU programmes, after-schools and adult education and training.

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

In co-operation with, and under the overall direction of, the Board of Directors

The role requires a committed professional with a proven track record of success in a leadership role and a keen interest and understanding of the work of Exchange House Ireland. The CEO will have a high degree of integrity and excellent people management skills in order to lead, manage, and further develop the team committed to achieving the aims of Exchange House Ireland.

The job description is contained in the following listing of the principal accountabilities of the CEO, related to key result areas:

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES
<b>Strategic Plan</b>	To ensure that strategic aims and goals specified in the Strategic Plan of Exchange House Ireland are achieved and monitored.
<b>Managing staff</b>	To provide effective leadership; to lead the Senior Management Team to plan for, and ensure best use of staffing resources; to plan for staffing levels and optimum deployment of staff; to select, develop, assess and motivate staff; to ensure good staff relations. To ensure that Exchange House Ireland is an Equal Opportunities Employer.
<b>Managing resources</b>	To ensure that financial and physical resources are allocated in the most effective way to achieve the aims and purposes of Exchange House Ireland.
<b>Financial accountability</b>	To be accountable for ensuring that the finances of Exchange House Ireland are used for the programmes and purposes set down by the Board of Directors; to ensure that all proper accounting practices are applied and observed in line with Exchange House Ireland procedures and legal requirements; to advise and report to the Board on financial matters; to ensure that the work of Exchange House Ireland is carried out within the budgetary

	<p>allocations.</p> <p>To ensure the financial accountability requirements of funders are met in full.</p>
<b>Optimum funding</b>	To ensure that all potential sources of funding are explored and all available funds are attracted to support delivery of strategic objectives. This will include securing and managing EU Projects.
<b>Promoting the mission and vision of Exchange House</b>	To promote the mission, vision and values of Exchange House Ireland in all aspects of managing the business of the organisation; to ensure that the mission, vision and values are upheld in the work of all staff.
<b>Internal and external relations</b>	To ensure that key internal and external relations are developed, monitored and maintained in support of the purpose of the organisation; to build on and sustain appropriate linkages with other organisations for the purpose of maximising the impact of the work of Exchange House Ireland.
<b>Representation</b>	To ensure that the needs, issues and concerns of Traveller families served by Exchange House Ireland are brought to the attention of any appropriate policy-making or decision-making forum.
<b>Child Protection</b>	To ensure that best practice and compliance with Child Protection policy and procedures in line with legislation
<b>Health and Safety</b>	To ensure best practice and compliance with Health and Safety policy and procedures in line with legislation.
<b>Standards of best practice</b>	To agree and establish standards of best practice and principles for the operation of Exchange House Ireland; to ensure that these standards are communicated effectively both internally and externally.
<b>User involvement</b>	To ensure that best practice in the participation of clients of the service in contributing to development of policy, practice and standards is observed.
<b>Information, research and innovation</b>	To be up to date with current research and development in areas relevant to the work of Exchange House Ireland; to establish systems for disseminating such information among staff; to establish systems for encouraging innovatory ways of working in Exchange House Ireland.
<b>Strategic Planning and Evaluation</b>	To propose, develop and implement appropriate mechanisms for planning and evaluating the work of Exchange House Ireland.

<b>Supporting the Board of Directors</b>	To provide relevant supports to the Board, to enable it to undertake its overall governance function.
<b>Accountability</b>	To provide regular reports to the chairperson and Board on all key aspects of the work of Exchange House Ireland including programmes, plans, progress towards targets, financial reports, to propose new policies and policy changes and to agree these with the Board. To position the organisation to meet its accountability to funders and the public.
<b>Company Secretary's duties</b>	To ensure that the legal duties of the company secretary are carried out and that all the legal requirements of the company are complied with.

**Salary:**

- Salary scale €64,886 - €75,900 commensurate with qualifications and experience
- The position is a full time 39 hours per week net
- Probation period: 9 months

Application Form and job description/person specification is available at [www.exchangehouse.ie/positionsvacant.php](http://www.exchangehouse.ie/positionsvacant.php) or call the Personnel Administrator on (01) 872 1094

**Completed Application Forms should be sent to:**

*(CVs will not be accepted)*

CEO Position  
c/o Ms. Carmel Terry  
Exchange House Ireland  
61 Great Strand Street  
Dublin 1  
D01 WC97

Or email to [info@exchangehouse.ie](mailto:info@exchangehouse.ie)

If successful at interview you may be asked to provide evidence of relevant professional qualifications including registration/validation certificates to interview.

**Closing date for receipt of applications is 5.00pm on Friday 9<sup>th</sup> February 2018**

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*All positions in Exchange House Ireland are subject to Garda Vetting and full reference checks. Exchange House Ireland is an Equal Opportunities Employer and welcomes applications from members of the Traveller community.*